

**National HIDTA Assistance Center
High Intensity Drug Trafficking Area
CONTRACT POSITION ANNOUNCEMENT**



LOCATION: Within one of the HIDTA locations in the Continental U.S.

CONTRACT POSITION: Overdose Response Strategy

HIDTA Deputy National Coordinator

ANNUAL COMPENSATION: GSA Scale 13-1+30% +(Locality based)

POSTING DATE: October 30, 2025

CLOSING DATE: December 1, 2025

PROGRAM & POSITION OVERVIEW:

High Intensity Drug Trafficking Areas (HIDTA)

High Intensity Drug Trafficking Areas (HIDTA) are regions designated by the Director of the Office of National Drug Control Policy (ONDCP) that have critical drug trafficking problems that adversely impact the United States. The HIDTA program provides assistance to federal, state, and local agencies in accordance with the goals and objectives contained in the National Drug Control Strategy. The mission of the HIDTA program is to enhance and coordinate America's drug-control efforts among local, state, tribal, and federal law enforcement agencies to eliminate or reduce drug trafficking and its harmful consequences in critical regions of the United States. The mission includes coordination efforts to reduce the production, manufacturing, distribution, transportation, and chronic use of illegal drugs, as well as the attendant money laundering of drug proceeds.

National HIDTA Assistance Center

The National HIDTA Assistance Center (NHAC) supports the strategies of all HIDTA regions as they respond to the unique threats facing their respective areas. Due to economies of scale, the NHAC's centralized services are cost effective for the entire HIDTA program. The NHAC's mission is different from a traditional HIDTA. Working under the auspices of the Office of National Drug Control Policy (ONDCP) and in accordance with the HIDTA Program Policy and Budget Guidance, the NHAC provides vast resources and support to the 33 HDTAs and the National Initiatives tailored to each HIDTA's needs.

Overdose Response Strategy - HIDTA Deputy National Coordinator

The mission of the Overdose Response Strategy (ORS) is to help communities reduce fatal and non-fatal drug overdoses by connecting public health and public safety agencies, sharing information, and supporting evidence-based innovations. The candidate should be able to effectively coordinate with public health and public safety partners at both the national and regional levels, while providing guidance and support to ORS state teams. Strong critical thinking and collaboration skills are essential, along with the ability to foster cooperation among diverse teams and partners. Excellent written and verbal communication, sound decision-making, and keen attention to detail are also key requirements for this role. The candidate must be highly organized, adaptable, and willing to travel. Success in this role requires the ability to collaborate effectively with diverse partners and specialists in a fast-paced environment—often under pressure—while remaining proactive, resourceful, and efficient. A strong sense of professionalism, teamwork, and discretion is essential. The incumbent will represent the program through public speaking engagements at both regional and national forums.

Duties and Responsibilities

Provide support and assistance to the ORS HIDTA National Coordinator regarding the necessary day-to-day coordination of ORS program activities with the HIDTAs, CDC, the CDC Foundation and state and local partners. That support will include but is not limited to the following and at the discretion of the ORS HIDTA National Coordinator and ORS Executive Committee.

- Oversee and collaborate in the creation, development and implementation of policies, systems, events and practices that will assist the ORS Executive Committee, the HIDTAs and the PHA/DIO state teams in achieving the goals of the ORS.
- In partnership with HIDTA National Initiative Coordinators, develop effective information sharing strategies among ORS, the Drug Threat Analysis Group (DTAG), the Marijuana Impact Group (MIG), the Domestic Highway Enforcement (DHE), and other ONDCP Public Safety/Public Health programs.
- Provide oversight to the contractors working on the ORS HIDTA program (policy analyst) to include overseeing the drafting of intelligence reports, data analysis, trafficking trends reports and promoting and designing ORS wide communications tools/systems. Review data analysis and intelligence reports to identify drug trends across the ORS and beyond.
- Promote cooperative efforts between the DIOs and CDC Foundation Public Health Analysts (PHAs) on local initiatives, pilot projects, and Cornerstone projects. Build and promote partnerships with the ORS PHA/DIO teams and public health leads to develop and implement overdose response strategies within states and across the region as well as identify new opportunities for collaboration
- Prepare, present, and disseminate regional and national intelligence reports and ORS briefings to internal and external audiences.
- Develop and communicate strategies to effectively connect law enforcement agencies for the sharing of intelligence and investigative leads across the country, including but not limited to the Felony Arrest Notifications (FAN) and Parcel Interdiction Notifications (PIN).
- Provide guidance and coordination to DIOs through collaboration with ORS public health team leads. Oversee the facilitation and management of information exchange among ORS teams to proactively identify drug trends and emerging threats at the national, regional, and local levels.
- Draft, review and provide thoughtful feedback on all ORS reports, documents and projects.
- Conduct regular check-ins with DIOs and provide briefings to the ORS leadership team on the progress of the ORS. Ensure clear communication between the ORS leadership and the ORS DIO / PHA network.

REQUIREMENTS:

- Must be a US Citizen.
- Must be excellent with the English language in reading, writing and verbally.
- Expertise in Microsoft Office Suite; WORD, Excel, PowerPoint and Adobe Suite

- Must be able to pass a top-secret clearance and a background investigation.
- Have a bachelor's degree or equivalent work experience in intelligence, law enforcement, and/or other public safety, public health fields. (Prior experience working with the Overdose Response Strategy is highly desirable).
- A demonstrated ability to work effectively in an interagency environment with federal, state, local and tribal law enforcement as well with non-traditional partners to include the CDC, the CDC Foundation and other public health entities
- Self-motivated, highly responsible, and dependable; exercise sound judgment in a variety of situations.
- Ability to organize and prioritize work.
- Possess advanced critical thinking skills and decision-making abilities
- Ability to travel on commercial airliners to attend meetings throughout the year to various US cities.

Compensation

This is a contract position renewable yearly based upon performance and program continuation. The amount of the contract is an amount equal to the Federal General Schedule for a GS-13, step one at the current rate for the locality where the incumbent is hired, plus 30% in lieu of fringe benefits.

Assignment Location

This is a remote workplace position but will be based in an established HIDTA region. The applicant will be required to live within an impacted "HIDTA region". There is no reimbursement for moving expenses if applicable. For a map of current HIDTA regions, please click hidtaprogram.org.

Supervisory Controls

The ORS Deputy National Coordinator, working under the direction of the ORS National Coordinator, ORS Committee Chair, the NHAC Director or his/her designee, will assist in deriving and achieving mission vision and objectives with guidance of an executive board of advisors as established by the HIDTA Directors Committee (HDC) in coordination with the Office of National Drug Control Policy (ONDCP).

Physical Demands

The position requires extensive sitting at a computer workstation.

Work Environment

The work involves minimal risks or discomforts and is typically performed in an office setting.

Appointment

This position is federally funded on an annual basis. The ORS Deputy National Coordinator will serve as an independent contractor and not as an agent, employee, or servant of an agency. This appointment and any subsequent appointments are subject to review and approval of ONDCP.

Application Process

Submissions should include the following: cover letter; resume specifically addressing the items within this announcement; the names, addresses, and telephone numbers of three references: and a one-page writing sample. Applications must be submitted by email to: Maria Zamora at: mfzamora@nhac.org by the closing date of this announcement.