



# Commission on National and Community Service

**Title: Consultant – Opioid Prevention Program Development Manager**

**Reports to: NYS Commission on National and Community Service (Rensselaer, NY)**

## **Introduction**

The New York State Commission on National and Community Service (the Commission) is searching for a consultant who will serve as Program Development Manager of a grant aimed at reducing opioid abuse in New York. According to the New York State Department of Health 2015 Report, New York has experienced a significant increase in opioid use, misuse, morbidity and mortality. Heroin-involved deaths increased 16 percent from 2009-2013, and opioid-related emergency department visits increased 73 percent from 2010-2014. Heroin overdose is currently the leading cause of accidental death in New York State.

In response to this emergency, Governor Andrew M. Cuomo created a Heroin and Opioid Task Force, which includes non-profit institutions, several state executive agencies including the Department of Health (DOH) and the Office of Alcohol and Substance Abuse Services (OASAS), both branches of the Legislature and others. Based on a report published by the task force in 2016, New York State enacted a package of laws, administrative rules and policies intended to reduce the impact of opioid addiction in the state. Building on the groundwork completed by the task force, DOH, OASAS and others, the Commission plans to identify and develop opportunities for AmeriCorps members to help combat the opioid epidemic, primarily in the areas of prevention, treatment and recovery.

The Commission has been awarded a grant to engage in a planning process to encourage the development and formation of AmeriCorps programs to combat the opioid epidemic. Therefore, the Commission seeks a Program Development Manager who will oversee program planning and design; assist in convening - whether virtually or in person - a meeting of interested constituencies; solicit feedback on how to best use AmeriCorps resources to address opioid addiction in New York; conduct outreach meetings and/or bidders' conferences that offer technical assistance to organizations eligible to apply for AmeriCorps grants; create awareness of the program and possible funding opportunities; and encourage the formation of intermediary organizations which can administer resulting grants and assist community-based organizations with accomplishing their respective missions.

The Program Development Manager will begin as soon as December, 2016 and serve through the end of June, 2017. The Commission anticipates that the consultant will work approximately 60-70 percent of a full-time schedule.

## **Duties and responsibilities**

Reporting to the Commission, the Program Manager will:

- Assist with the development of program design.



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- Help to develop any RFPs that result from the planning process.
- Manage outreach to experts and community organizations.
- Identify potential challenges and develop contingency plans.
- Develop strategy and performance measures.
- Work with the Commission to develop a webinar or other online training tools.
- Provide training and technical assistance to interested agencies.
- Provide assistance and coordination as needed.
- Prepare regular reports tracking the accomplishments of the program.
- Assist the Commission with increasing public awareness of the program.
- Coordinate outreach with communities to encourage long-term community engagement.
- Assist with the grants review process through the training of independent reviewers.

## **Experience and Qualifications**

The Commission seeks to hire a consultant with experience in the substance abuse field, as well as with grant-funded programming (ideally with AmeriCorps). A qualified candidate will have:

- Program/project management skills, particularly with AmeriCorps or other national service programs.
- A Bachelor's Degree (preferred).
- Proficiency with Microsoft Office Suite.
- Knowledge about substance abuse treatment and prevention.

## **Compensation**

The Commission will accept resumes for this consultancy for a budget of up to \$50,000; \$35,000 for consultant services, \$5,000 for travel, \$5,000 for supplies and \$5,000 for other support costs.

## **How to Apply**

Using the subject line "Opioid Prevention Program Consultant," interested candidates should email [NewYorkersVolunteer@NY.gov](mailto:NewYorkersVolunteer@NY.gov) by 11/15/2016 and attach the following: a cover letter and resume; a proposed start date; a writing sample or, if relevant to this program, an example of prior consulting work; one inclusive monthly rate that covers all consultant costs anticipated; and three professional references. The Commission will notify selected candidates by email to schedule interviews. Following the interviews, the Commission will select one applicant who will be notified by email, U.S. mail and telephone. The selected applicant must sign a consultancy contract and be available to begin work no later than the date specified on his or her application, and in any event not later than December, 2016.