

RIZE Massachusetts Foundation on behalf of the Massachusetts Harm Reduction Workforce Coalition

Project Coordinator



Position Summary

The Massachusetts Harm Reduction Workforce Coalition (MAHRWC), established in 2024, is a statewide organization designed to strengthen, connect, and sustain the harm reduction workforce across Massachusetts through community, training, mutual support, and collective action.

The first of its kind in Massachusetts, MAHRWC continues to grow its network of harm reduction workers, advocates, and partners committed to saving lives and advancing justice across the Commonwealth.

The project coordinator will be fully dedicated to MAHRWC, providing day-to-day support for coalition operations, communications, and member engagement. This role helps ensure coalition activities run smoothly by:

- Managing administrative systems and internal coordination.
- Coordinating meetings, events, agendas, and follow-up materials.
- Supporting data tracking, reporting, and documentation.
- Serving as a key point of contact for members, partners, and other stakeholders.

The ideal candidate is highly organized, detail-oriented, committed to public health and harm reduction principles, and comfortable working with diverse stakeholders, including community-based organizations, healthcare providers, policymakers, and people with lived and living experience.

Key Responsibilities

1. Administrative & Operational Support

- Manage coalition calendars, schedules, and meeting logistics.
- Coordinate virtual and in-person meetings, including agenda preparation and note-taking. This includes the coalition advisory board's regular bimonthly meetings.
- Maintain shared drives, databases, and internal documentation systems (Google Suite, Zoom, Constant Contact).
- Support the executive director with activities related to contract and grant reporting.
- Provide logistical support for trainings, conferences, and coalition events.

2. Communications & Member Engagement

- Serve as the first point of contact for coalition inquiries.
- Maintain membership lists and distribution groups.
- Draft and distribute newsletters, meeting summaries, and updates.
- Support social media and website updates (if applicable) alongside other staff and consultants.

- Assist in preparing reports, briefs, and presentations.

3. Data & Reporting Support

- Track coalition activities, deliverables, and metrics.
- Assist with grant reporting and compliance documentation.
- Compile and organize workforce data and partner updates.

4. Event & Training Coordination

- Coordinate registration and materials for workforce training along with the training coordinator.
- Support the training coordinator with speaker communication and event logistics.
- Gather participant feedback and evaluation data.

Qualifications

Required

- Strong organizational and time management skills
- Proficiency in Microsoft Office, Google Workspace, and virtual meeting platforms
- Excellent written and verbal communication skills

Preferred

- Experience in public health, behavioral health, or harm reduction
- Familiarity with workforce development initiatives
- Experience supporting coalitions or multi-partner collaborations
- Experience working with communities disproportionately impacted by substance use and overdose

Core Competencies

- Commitment to harm reduction philosophy and health equity
 - Cultural humility and trauma-informed approach
 - Ability to manage multiple priorities in a fast-paced environment
 - Strong interpersonal skills and collaborative mindset
 - High level of discretion and professionalism
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Work Environment

RIZE Massachusetts Foundation (RIZE), launched in 2017, is the only public-private partnership dedicated to ending the overdose crisis. Guided by those with lived experience and unafraid of new ideas, RIZE is building networks, creating programming, and supporting community partners using novel approaches to preventing overdose and increasing access to treatment. Since its inception, RIZE has awarded over \$30 million to more than 275 organizations aligned with its mission.

As MAHRWC's fiscal partner, RIZE provides financial and administrative support while respecting the group's autonomy and self-determination and supports the coalition's efforts to dismantle systemic inequities and help build a future where compassion, dignity, and support replace stigma and neglect.

This position reports to RIZE's chief program officer and works closely with the chief executive officer. It is a full-time, hybrid role with the expectation of two days in the office. RIZE is in downtown Boston, and occasional travel, primarily in-state, will be required for meetings and events as needed. This role may require evening and occasional weekend work.

We are an equal-opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religious creed, national origin, sex, age, gender identity, disability, sexual orientation, military service, genetic information, or other status protected under the law.