



## **JOB DESCRIPTION: Program Assistant / Intern**

PAARI has an immediate opening for a part-time Program Assistant / Intern to support the PAARI-AmeriCorps program and assist with administration, evaluation, recruitment, training, and member support. The Program Assistant / Intern will serve as an important part of the program team, working collaboratively with the Executive Director, Program Coordinator, and team of PAARI-AmeriCorps Members. This position is an opportunity for a highly organized, detail-oriented individual to play a critical role in the advancement and improvement of the PAARI-AmeriCorps program and PAARI's life-saving work nationwide.

**PAARI-AmeriCorps Program Summary:** This program leverages the power of national service and the power of the recovery community improve the effectiveness of police-led programs. Our three year pilot project places members into service at host police department departments across Massachusetts, assisting with police-led addiction and recovery programs, either as Recovery Coaches or Capacity Building Fellows, in direct response to the growing opioid epidemic. Our first year cohort involves a team of 22 members who are serving 53 police departments and law enforcement agencies across Massachusetts, where they help build the capacity of law enforcement programs, prevent overdose deaths, and provide vital resources to community members with substance use disorders and their loved ones.

### **Primary Responsibilities:**

- Provide administrative support and coordination for PAARI-AmeriCorps program
- Coordinate logistics for trainings and PAARI-AmeriCorps team meetings
- Collect, compile, and report out on various types of program data
- Make improvements to data tracking systems to enhance data quality and usage
- Engage PAARI-AmeriCorps members to identify opportunities for program improvement
- Coordinate program evaluation project in collaboration with research team
- Support tracking systems for member recruitment, selection, and onboarding
- Support with other program and team duties as assigned

### **Qualifications:**

- 1 or more years experience at a nonprofit, law enforcement agency, or social service agency
- Strong organizational and administrative skills and attention to detail
- Comfortable in a fast-paced environment
- Flexibility, resourcefulness, positive attitude, and strong work ethic
- Willingness to take initiative and comfortable taking ownership of projects
- Ability to build rapport and communicate with a diverse group of people
- Strong computer and internet skills, competency with Google Drive preferred
- Strong interest in evaluation and experience with research methods and program evaluation preferred
- Commitment to PAARI's mission and the PAARI-AmeriCorps program

**About PAARI:** The Police Assisted Addiction & Recovery Initiative (PAARI) is a nonprofit organization with a mission to help law enforcement agencies nationwide create non-arrest pathways to treatment and recovery. Founded alongside the groundbreaking Gloucester Police Department Angel Initiative in June 2015, PAARI has been a driving force behind this rapidly expanding community policing movement. We provide technical assistance, coaching, grants, and other capacity-building resources to more than 400 police departments in 32 states. PAARI and our law enforcement partners are working towards a collective vision where non-arrest diversion programs become a standard policing practice across the country, thereby reducing overdose deaths, expanding access to treatment, improving public safety, reducing crime, diverting people away from the criminal justice system, and increasing trust between law enforcement and their communities. PAARI also works to reduce stigma, educate the media and lawmakers, and influence state and national policy to expand access to treatment on demand. Learn more at [www.paariusa.org](http://www.paariusa.org).

**How to Apply:** This is a part time, hourly position (10-15 hours per week) based out of PAARI's Boston Office, 253 Amory Street, Boston, MA 02130. Compensation for this position will be \$15-20 per hour, based on experience. This is a temporary 12-month role. Please submit a resume and cover letter in PDF format to [info@paariusa.org](mailto:info@paariusa.org) with "Program Assistant" and your full name in the subject line. We are looking to fill the position immediately and encourage candidates to apply by July 31, 2018. PAARI is an equal opportunity employer. College students and individuals with relevant lived experience are encouraged to apply. No phone calls please.