

JOB TITLE: Assistant Director of Harm Reduction

ENTITY: Fraternity

DEPARTMENT: Collegiate Experience

REPORTS TO: Director of Harm Reduction

EFFECTIVE DATE: March 2026

FLSA CLASS: Exempt

JOB LOCATION: Remote

JOB SUMMARY

The assistant director of harm reduction provides leadership to ensure the alignment of all risk management policies and programs to support Alpha Chi Omega’s mission, values and vision. This role focuses on proactive education for members, volunteers and staff.

ESSENTIAL FUNCTIONS AND REQUIREMENTS

| FUNCTION | REQUIREMENTS |
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| <p>Prevention Education</p> | <ul style="list-style-type: none"> • Manages all prevention focused programming, including curriculum development, implementation, training and assessment of programs • Manages Hazing Prevention Week, Collegiate Alcohol Awareness Week, Suicide Prevention Week, Safe Spring Break, Mental Health Awareness Month and other awareness weeks and months and initiatives • Coordinates all prevention efforts with chapters, including alcohol skill training program (ASTP), Chords of Harmony program, CHOICE cannabis program and The Backstops • Serves as co-staff liaison providing support to the VP new member education and VP risk management throughout officer term • Serves as organization liaison on the Harm Reduction Alliance |

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| | <ul style="list-style-type: none"> Assists in the design, development and production of educational programming for Alpha Chi Omega learning modules for The Heights Learning Center |
| <p>Chapter Compliance</p> | <ul style="list-style-type: none"> Works with the director of harm reduction to advise and guide consultant staff on chapter-related risk issues and policy violations Works as part of a team to address escalating concerns within collegiate chapters Offers guidance to volunteers and members regarding any potential violations of Alpha Chi Omega policies and procedures Participates in chapter investigations and serves as the administrative coordinator of investigation procedures Assists with writing and issuing chapter status outcome notices as part of the benchmarks, sanctions and probation chapter discipline processes Provides risk management coaching to specialized chapters per protocol |
| <p>Leadership</p> | <ul style="list-style-type: none"> Oversees risk management volunteer specialist team Oversees ASTP volunteer facilitator team Serves on the emergency phone rotation providing support and guidance to after hours and emergency situations per protocol Provides training to the consultant team on prevention education resources, materials and topics and provides guidance to staff on chapter-related wellness and safety concerns Serves as a chapter coach as needed to provide specialized support to identified chapters Manages progressive responsibilities with various stakeholders including students, volunteers and staff and demonstrates ability to appropriately prioritize projects and individuals involved Represents Alpha Chi Omega at appropriate industry and trade groups and events |

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| | <ul style="list-style-type: none"> • Stays abreast of innovations and developments in industry • Manages timely and effective communication with the collegiate experience staff relevant to issues, concerns and decisions that affect the higher education community • Monitors changing trends in risk prevention and education |
| <p>Other</p> | <ul style="list-style-type: none"> • Communicates, through the appropriate channels, any observations of noncompliance with policies or illegal actions that place personnel and the organization at risk • Performs, with care, any control-related activities required as a function of the position • Specific job responsibilities, special assignments and projects as assigned and directed by leadership |

CONTACTS

This position has regular contact with all levels of staff, operational volunteers and elected leadership and boards, members, and third-party partners and vendors. This position reports directly to the director of harm reduction.

KNOWLEDGE, SKILLS AND ABILITIES

Qualifications Required:

- Minimum of two years professional experience working in risk management educational programming including curriculum writing and educational campaign development
- Strong service orientation, outstanding presentation skills, professionalism, confidentiality and discretion
- Excellent organization skills, self-discipline, attention to detail and communication skills
- Works with a sense of urgency, can manage multiple initiatives simultaneously in a rapidly changing environment
- Collaboration skills and high engagement with work team
- Experience with multi-site entities and working with remote/offsite workforce personnel

- Strong computer skills and proficiency with Microsoft Office products; technical aptitude to learn internal systems and required packages

Preferred Qualifications:

- Experience in working with college students and coordinating risk management efforts
- Experience with Articulate Storyline 360 and Audacity software

EDUCATION

Bachelor's degree required.

WORKING CONDITIONS

The working conditions and physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

This is a full-time position, with a required minimum of 40 hours per week. Office hours are 8:30 a.m. – 5 p.m. Eastern Time, Monday through Friday, with a degree of flexibility available. It may be necessary at times for the employee to work beyond the standard workweek, including evenings or weekends, to complete assigned tasks. Travel may require work in the evenings and on weekends.

PHYSICAL REQUIREMENTS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit and work on a computer for extended periods of time. The employee will be required to stand, walk, stoop, kneel, lift, carry, pull, grasp, climb stairs and bend over. The employee must be able to lift, carry and move up to 30 pounds as needed.

Strong sensory skills, such as good eyesight, good hearing and dexterity, are necessary for the performance of this position. Must be able to interact with others, both in person and through telephone, video conference, email and written correspondence.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.