



POSITION DESCRIPTION

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| Job Title: | Assistant Director of SAFE Campuses, Student Development Programs |
| Position Type: | Full-Time, Salaried |
| Location: | Remote |
| Salary Range: | \$65,000 - \$75,000, commensurate with experience |
| Open Date: | Submissions close August 11, 2025 |

Stop the Addiction Fatality Epidemic (SAFE) Project is a national 501(c)(3) nonprofit working through a collaborative, multi-pronged, and non-partisan approach to end the nation's catastrophic addiction epidemic.

Since 2013, nearly 1 million people have died from an overdose. With stigma remaining the #1 barrier for people seeking help, SAFE Project is on a mission to inspire action, create change, and ultimately, save lives.

SAFE Project is seeking an Assistant Director of SAFE Campuses, Student Development Programs. The SAFE Campuses team provides developmental assistance to support the needs of students, staff, and faculty seeking to address gaps in the continuum of care, particularly around substance use. To date, the team has impacted over 550 institutions of higher education across the United States.

Position Overview

The Assistant Director of Student Development Programs contributes to all aspects of SAFE Campuses programming while being primarily responsible for managing, implementing, and growing a portfolio of innovative student-focused programs, including the national Collegiate Recovery Leadership Academy. Key duties include strategic planning, technical assistance, relationship development, student recruitment, budget management, event planning, program design and evaluation, and the development and advising of college and university students through transformative learning experiences.

Primary Responsibilities

- Manage and grow the Collegiate Recovery Leadership Academy, an annual academic-year-long fellowship for approximately 50 college students. This includes:
 - o Design, develop, and facilitate the training curriculum for the CRLA, including but not limited to pre-summit professional development meetings, Summit programming, and Retreat programming.
 - o Plan, coordinate, and oversee all contracts with vendors associated with the Collegiate Recovery Leadership Academy, including hotels and conference centers, transportation, group activities, speakers, collateral and catering.
 - o Oversee and assist with travel arrangements for CRLA fellows, group leaders, and mentors to the annual CRLA Summit and Retreat, including flights and ground transportation.
 - o Supervise the CRLA Program Assistant and assign 10-15 hours of work each week.
 - o Supervise, coordinate and guide the CRLA program leaders, including students and volunteer mentor positions.

- o Provide technical assistance to CRLA students and group leaders related to their impact projects and other initiatives on campus, as needed.
 - o Maintain financial discipline and efficiency while monitoring and managing program budget, including financial commitments to student impact projects, in collaboration with the Finance and Operations Manager.
 - o Create and enact strategic recruitment plans to attract qualified student applicants and engage new-to-SAFE Project schools and partners, and work with the Director of Communications & Marketings to ensure appropriate marketing best practices are used
- Expand the portfolio of student development programs aimed at prevention, harm reduction, recovery, and wellness promotion on campuses to possibly include: holistic student wellness, formerly incarcerated student populations, community colleges, NCAA™ athletics, Greek Life, Residence Life, and more.
- Design and manage student-centered educational content, trainings, and supporting documents, with support of the SAFE Campuses team.
- Implement an evaluation process of student development programming with a focus on tangible outcomes and student experience.
- Perform other duties and responsibilities as assigned or directed by the Senior Director, SAFE Campuses and Executive Director, Substance Use & Behavioral Health. This may include attendance of and participation in required training for the role.

Primary Qualifications

- **Bachelors' degree with at least 3 years equivalent relevant experience.**
- **3+ years of proven experience in project or program development and management.**
- **Prior experience in human development, higher education, student programming, or other academic settings is preferred.**
- **Expertise and/or personal experience with principles of recovery, behavioral health, harm reduction, and/or prevention.**
- Expertise in inclusive substance use and recovery practices.
- Expertise in higher education systems and collegiate bureaucracies.
- A strong attention to detail and strong organizational skills.
- Genuine interest in developing students through impactful programming and mentorship.
- Commitment to promoting diversity, equity, and inclusion among student cohorts.
- Experience championing process improvement initiatives and ensuring they meet business needs.
- Ability to plan around multiple priorities and meet tight deadlines.
- A team player with a demonstrated ability to work well on a small, highly collaborative team with a national scope.
- Ability to travel domestically with overnight stays (less than 5%)
- Ability to succeed with minimal direction.
- Experience in training, facilitation, and public speaking.

SAFE Project recognizes the impact that poverty, racism, trauma, discrimination, and other social inequities has had on the addiction fatality crisis. As an organization, we believe the solutions to these crises will come from working alongside those most impacted. As such, we encourage applications from members of the recovery movement, historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQIA+ community members, justice-involved individuals, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.



Interested candidates should send their resume and cover letter to careers@safeproject.us.