HEPATITIS EDUCATION PROJECT

POSITION OPENING: Interim Prevention and Outreach Program Manager

POSITION SUMMARY

The Hepatitis Education Project (HEP) seeks an experienced public health and harm reduction leader to serve as Interim Prevention and Outreach Program (POP) Manager for a limited-term engagement of six months beginning December 2026

As a member of HEP's leadership team reporting to the Executive Director, the Interim POP Manager keeps HEP's outreach, testing, and syringe service programs running smoothly. You'll supervise a skilled team of three full-time POP staff members, collaborate with external partners, and keep grant-funded deliverables and reporting on track.

About HEP and the Program

HEP's Prevention and Outreach Program (POP) provides hepatitis B, hepatitis C, and HIV education, testing, and harm reduction services to low-income and uninsured adults. We work at our Seattle location and at drop-in centers, shelters, transitional housing, encampments, and health fairs throughout King County. POP connects people living with viral hepatitis to treatment and care through HEP's Care Coordination Program (CCP) and outreach partners - and provides on-site harm reduction services through a syringe service program (SSP) and drug-checking program. HEP is also home to the STEP Clinic, an on-site partnership with Seattle Roots Community Health offering medication for opioid use disorder (MOUD), general health care, and behavioral health services.

RESPONSIBILITIES

Leadership and Management

- Supervise and support POP staff: set priorities, check in regularly, and provide coaching and training.
- Create a daily clinic schedule for all direct service staff. In rotation with others, serve as Manager on Duty during clinic hours (Mon-Thu 12:30–5:30 pm), supervising on-site staff and responding to client needs, safety concerns, and medical emergencies
- Participate in weekly leadership team meetings and contribute program perspective to organization-wide planning
- Help develop the POP budget and track spending against grant funding

Program Oversight

- Manage the programs that provide hepatitis B, hepatitis C, and HIV screening and testing, and deliver medically accurate education to clients, community members, and providers

- Oversee the SSP (including ordering supplies), drug-checking program, volunteer program, and mutual aid support
- Coordinate outreach, education, and testing events across partner sites
- Apply and maintain HEP's policies and procedures for testing, outreach, prevention, and linkage to care
- Manage referrals with HEP's care coordinators and outreach partners to connect clients to treatment, MOUD, and other services
- Refer clients to the on-site STEP Clinic and collaborate with Seattle Roots Community Health staff on coordinated care

Grants and Funding

- Ensure outreach activities align with grant requirements and deliverables are met
- Oversee data collection and entry so outcomes are accurate and reportable
- Prepare or contribute to grant reports and applications due during the interim period

Partnerships

- Maintain relationships with partner programs, public health, medical providers, and community organizations
- Represent HEP at coalition meetings as needed

QUALIFICATIONS

Required

- Certified in first aid training (if not current, HEP will provide support for training)
- Experience supervising or leading staff
- Hands-on experience in outreach or direct services with people who use drugs or are unhoused
- Ability to step in quickly, work independently, and keep operations steady during a leadership transition
- Comfort with data collection and grant-funded reporting

Desirable

- Experience in public health and harm reduction, including syringe services
- Experience responding to overdoses, including naloxone administration
- Knowledge of viral hepatitis prevention, testing, and linkage to care
- Familiarity with King County's harm reduction and public health networks
- Lived experience relevant to the communities served by HEP
- Current Washington State Medical Assistant-Phlebotomist (MA-P) credential

DETAILS

Limited Term: 6 months
Schedule: Full time, Monday-Thursday | 8am-6pm
Location: Seattle, some off site work in King County

Salary: $85,000-90,000 – benefits eligible (health, dental, and vision)

HOW TO APPLY:

Send a resume and a short note on your harm reduction and supervisory experience to HR@hep.org.

This is a time-limited, benefit-eligible employee position with a 6-month estimated length of assignment. HEP is an equal opportunity employer and strongly encourages applications from people with lived experience and from communities most affected by viral hepatitis. This position is eligible for visa sponsorship.

November 4, 2026