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## NEBRASKA COALITION

TO END SEXUAL AND DOMESTIC VIOLENCE

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### **Nebraska Coalition to End Sexual and Domestic Violence**

**Job Title:** Human Trafficking Program Coordinator

**Status:** Full Time, Exempt

**Reports to:** Capacity Building Director

**Positions Supervised:** None

#### **Job Summary:**

The Human Trafficking Program Coordinator will assume primary responsibility for building capacity within services that are available to adult victims of human trafficking in the state of Nebraska, as well as working with agencies to enhance the services to best meet the needs of survivors. This position will provide training and capacity building support to the network of member domestic/sexual violence programs on all issues related to human trafficking; develop and disseminating up to date materials; serve as the Coalition representative on statewide and national human trafficking initiatives; and identify gaps, needs, and barriers with the goal of strengthening collaboration and resource sharing across service providers. The work of the Human Trafficking Program Coordinator should be based upon a strong anti-oppression framework, incorporating primary prevention strategies, grass-roots activism, cultural humility, social change, and social justice into all efforts.

#### **Principal Duties:**

##### **I. Capacity Building Support to Nebraska's Network of Programs**

- A. In coordination with the Capacity Building Director and local program staff, identify program training and support needs and provide training and capacity building support to strengthen and enhance identified areas relating to human trafficking, including a focus on reaching diverse and traditionally marginalized communities.
- B. Assist local programs in identifying improvements to ensure victims of human trafficking are safely and effectively served in a trauma-informed manner.

- C. Research tools for identifying sex trafficking victims through a best practice screening device, and implement training and use of the tool.
- D. Implement a gaps and needs assessment with the goal of supporting service providers in developing ways to provide essential services.
- E. Serve as the primary staff responsible for circulating materials regarding Human Trafficking Prevention Month, as well as coordinating appropriate Coalition activities.
- F. Remain current on issues relating to human trafficking.
- G. Develop and/or adapt public awareness materials on human trafficking for statewide distribution.

## **II. Collaborative Efforts with Allied Organizations**

- A. Build, cultivate, and maintain partnerships with allied organizations and community partners to create connections between their efforts related to improving the response to human trafficking throughout Nebraska.
- B. Make recommendations for human trafficking strategy changes and improvements for allied organizations and community partners.
- C. Actively participate on committees, task forces, and work groups with allied organizations on the state level to build and maintain a visible presence for the Coalition in the area of human trafficking.
- D. Participate in selected policy work groups focused on human trafficking and assist with research around related topics as well as advocating for effective policies in our state and nation.
- E. Support human trafficking advocates through a movement building approach to embrace self-care, lessen vicarious trauma, grow as leaders, and connect to others, striving to build a more tenured community of service providers.
- F. Network with statewide partners from diverse and traditionally marginalized populations to address human trafficking within these communities.
- G. Serve as a liaison between national and state human trafficking agencies and local programs.
- H. Assist and/or develop position statements on current events which address oppression and social justice issues related to the Coalition's mission.

### **III. Administrative/Other Duties**

- A. Identify and participate in ongoing education and professional development on identified human trafficking topics and professional growth areas.
- B. Apply for and manage grants that support human trafficking strategies, including collecting outcomes and creating grant reports.
- C. Contribute articles and information for the Coalition's website and email news updates, and collect human trafficking resources for the Coalition Lending Library.
- D. Participate on the Coalition's training team.
- E. Participate in the Coalition's strategic planning process and Movement Building activities.
- F. Assist with the Coalition's annual awards celebration event.
- G. Other duties as assigned.

### **Qualifications:**

1. Bachelor's degree in a related field or equivalent experience preferred.
2. Experience in grassroots organizing and social change work, with an in depth understanding of primary prevention through a strong anti-oppression lens.
3. Demonstrated knowledge of domestic violence, sexual assault, human trafficking and stalking issues.
4. Commitment to social change and social justice through embracing a strong anti-oppression framework, addressing systematic oppression and the needs of marginalized and underserved populations, and to serving in partnership with those communities.
5. Experience in working with survivors of human trafficking, including working with other entities engaged in the system to address these societal problems.
6. Demonstrated public speaking, training, and communication skills.
7. Clear and concise writing skills and experience in the development of informational materials.
8. Ability to manage projects and be self-directed.
9. Experience with grant management, implementation, and reporting.

10. Ability to work independently and as a team.
11. Access to own transportation and willingness to travel throughout Nebraska and occasionally out of state.
12. Flexibility in scheduling, including overnight stays and extended days.
13. Working knowledge of computer systems and office software.
14. Desire to demonstrate cultural humility by searching for understanding and taking action toward equity.
15. Commitment to creating and maintaining a workplace culture that is supportive of all.
16. Experience, understanding and commitment to advocating both individually and systemically, on behalf of victims of domestic violence, sexual assault, human trafficking and stalking, including adherence to the Coalition's mission statement and philosophy.

June 2018

\*This job description may change at any time based on identified priorities of the agency and in line with the overall mission.