

Klamath Advocacy Center

Position Title: **Human Trafficking Taskforce Coordinator**

Position: 1 FTE – (5 days a week)

Salary: \$18.00- \$21.00 per hour, Depending on Experience

Benefits: PTO and Medical Stipend

Position Summary: Under the supervision of the Executive Director, the Human Trafficking Taskforce Coordinator will be responsible for the multidisciplinary Human Trafficking Taskforces (HTTF) effectiveness in meeting program goal: implementing victim-centered, collaborative and sustainable approaches to combat human trafficking in our program area. This includes administration, coordination, organization and tracking of objectives and outcomes of the HTTF and its subcommittees. The HTTF is a collaboration between local law enforcement, legal services and community partners. The HTTF Coordinator will work to increase community awareness and understanding of the Human Trafficking issues that are relevant to our area. The Coordinator will maintain communication and coordination, regarding program with agency staff members as well as taskforce members.

Duties and Responsibilities:

- Maintain accurate data collection and documentation as required
- Organize work plan as mandated by grant and HTTF
- Maintain HTTF meeting schedule and send reminders to Taskforce members
- Creating agendas, facilitating HTTF meetings as HTTF Chair
- Take Meeting minutes for HTTF meetings and subcommittee meetings
- Act as point-person for HTTF communication
- Provide and/or coordinate community education regarding Human Trafficking to increase awareness and identification
- Provides public relations regarding HTTF projects and tasks
- Participates in staff development programs to increase knowledge and competence
- Attends continuing education activities as required and as needed to be effective in position
- Identifies at underrepresented and at-risk communities for Human Trafficking victimization
- Will work with relevant partners, agencies, and community organizations in Klamath County, as relevant
- Perform any other tasks consistent with program guidelines
- Travel to attend HTTF and subcommittee meetings within the service area
- Will provide backup & assistance as needed to the Executive Director and the Transitional Housing Program partners, as relevant
- Will carry a cell phone provided by agency for program
- Assist with recruitment of volunteers for the program
- Assist with interviewing, supervising and evaluation of volunteers assigned to program
- Ensure that all reports related to program are tracked and filled out as needed by funders

Qualifications:

- High School Diploma or GED, BA or higher education strongly preferred.
- 2 years' experience of working with either, community collaboration or with a variety of partner agencies
- 2 years' experience in council or board meeting administration or attendance
- Program task analysis and evaluation experience
- Skilled in modern office technology, including Microsoft Word and Excel
- Comfort with public speaking
- Well organized

- Work flow prioritization skills
- Motivating and leading people professionally, at all SES levels
- Must work with a variety of people and problems
- Have knowledge of Klamath County resources
- Communicate clearly and concisely, both orally and in writing
- Take accurate verbal and written direction
- Use good judgment and function effectively in a crisis situation
- Valid Oregon Driver's License, insurance and reliable vehicle
- Can and will work in the service area
- Work various hours or days when necessary

Preferred:

- Bilingual
- Experience in providing advocacy to trafficking/sexual assault/domestic violence survivors
- Life experience also valued in preference
- Strategic planning facilitation experience

Please send resume and cover letter directly to christy.d@klamathadvocacycenter.org
Include a minimum of three professional references.