



Project Coordinator Job Description

2-year grant-funded position

\$38,000 - \$42,000

Office in Greenville NC

Report directly to Pam Strickland, Founder

Travel required in Pitt, Martin and Beaufort Counties

Position Summary:

- Provide project oversight
- Ensure that personnel, partners, and activities address victim needs.
- Ensure Pitt County MDT coordination (facilitate and assist with meetings)
- Form collaborations/coordination with service providers and law enforcement agencies
- Form MDT's for Martin and Beaufort Counties
- Facilitate and assist with outreach events
- Oversee protocol implementation
- Coordinate specialized training and support services to MDT partner agencies.
- Facilitate training in crisis intervention for staff and MDT
- Coordinate service program development.
- Make site visits and conference calls to assess adherence to Standards of Service, and provide training as necessary.
- Collect and compile (unidentifiable) data about the individuals served by the MDT.
- Will travel across three counties conducting human trafficking training sessions
- Conduct presentations appropriate for specific groups of professionals (school staff, social workers, healthcare professionals, law enforcement, and so on)
- Conduct pre- and post-surveys to evaluate the impact of the training
- Follow up trainings with a digital message, including resources.
- Manage presence at community events and conferences.
- Represent the team at community and statewide meetings.
- Speak to church, civic, and other community groups, as time allows.
- Assist in raising funds for continuing the program.
- Connect victims and legal/court advocacy.

- aid advocates to provide education about culturally relevant needs, social dynamics, and unique concerns.
- Consult with discipline specific trainers to provide MDT members with training
- Work with a vendor to create an interactive resource map for the region.

Eligibility:

- Ability to relate to and engage adult professionals.
- Passion for preventing and identifying human trafficking.
- Commitment to ending violence through societal and community change.
- Strong public speaking and presentation skills.
- Excellent written communication skills.
- Ability to organize and manage work time.
- Ability and willingness to work with people from a variety of backgrounds and experience.
- Bachelor's degree
- Computer proficiency in Microsoft Office (including Word, Excel, and Power Point), Google Drive, and online communication.
- Access to reliable transportation.
- Experience in community engagement is preferred.
- Ability to speak and write fluent Spanish (preferred, but not required)

NC Stop Human Trafficking provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

We provide a safe, inclusive workplace for people of all backgrounds and walks of life. We strongly encourage you to apply if you are from a marginalized or underrepresented group, and especially if you are a survivor of human trafficking.

Please submit a resume, cover letter, three references, and salary requirements to:

Pam Strickland

pam@encstophumantrafficking.org

Virtual interviews will be conducted based on the written materials submitted.

The final interviews will be conducted in person.