



Job Description

Title: Trafficking Intervention Coordinator

Hours: Full time, non-exempt, including occasional weekend and/or evening hours

Supervisor: Executive Director

Compensation: Starts at \$19/hour (DOE), comprehensive benefits package including full medical, dental, vision and life insurance, and ample paid time off including holidays and vacation.

Position Summary: The Trafficking Intervention Coordinator is responsible for the coordination of direct services between community partners and other advocates providing services to survivors of human trafficking and supporting the efforts of the Lane County Commercial Sexual Exploitation of Children (CSEC) Task Force. The Trafficking Intervention Coordinator also represents the agency in the community and serves as the initial point of contact for community members and service providers who request information and training about trafficking in Lane County.

Specific Position Responsibilities:

Commercial Sexual Exploitation of Children (CSEC) Task Force Support:

- Assist in the implementation of trauma-informed and survivor-centered response to trafficking survivors;
- Support the CSEC in developing clear protocols and procedures for survivors' rights and protections;
- Provide guidance and support to CSEC committees in the development and/or updating of task force protocols;
- Assist in the development of the Task Force Community Action Plan;
- Organize the effort to map available community resources;
- Develop a directory of services which addresses services available in the community for trafficking survivors;
- Assist other project staff in co-leading the Task Force by helping to convene regular Task Force meetings, plan meeting agendas and take minutes;
- Support other project staff in formalizing and executing MOUs with partner organizations, as appropriate;
- Assist in the development of training and public awareness materials;
- Conduct outreach to expand task force membership;
- Collect, share and report performance measurement data; and
- Assist in meeting grant management and reporting requirements.

Community Education & Outreach

- Upon request and as able, represent SASS at public speaking engagements and provide presentations on SASS services.
- Field and facilitate community education, training, and outreach requests.



- With input from other staff, organize and supervise volunteers to plan and implement Sexual Assault Awareness Month (April) activities and other projects as needed.
- Network and foster relationships with appropriate community agencies/service providers and groups including other volunteer coordinators and programs as needed to further the goals of the Task Force, and/or as assigned.
- Train and support volunteers/interns on how to provide presentations and represent SASS in the community to broaden outreach efforts to community groups, businesses, and service providers interested in learning more about SASS and sexual assault.

Direct Service/Advocacy

- Provide advocacy and crisis intervention services, including safety planning, in-person support, accompaniment, transportation, answering crisis lines, etc.
- Participate in the drop-in center advocacy shifts and the after-hours on-call rotation.
- Participate in debriefing meetings.

General Responsibilities – With Other Staff

- Attend agency meetings and agency retreats
- Participate in ad-hoc and/or internal committee meetings, as needed.
- Serve as a visible spokesperson and advocate for SASS' mission, services and programs in the community.
- In collaboration with staff, facilitate SASS' participation in public events such as Sexual Assault Awareness Month, and Take Back the Night, and/or Pride.
- Attend agency events and activities.
- Other duties as assigned

Qualifications – Required:

- Minimum of two years' experience in the areas of policy and systemic development and implementation.
- Minimum of two years' experience in providing professional level trainings and to various disciplines specific to sexual violence, sex trafficking and/or related interpersonal crimes.
- Minimum of two years' experience in providing community presentations specific to sexual violence, sex trafficking and/or related interpersonal crimes.
- Minimum of two years' experience in providing direct services (volunteer or paid) to individuals impacted by trauma.
- In-depth knowledge of organizations, systems and institutions that respond to sexual violence, sex trafficking and/or related interpersonal crimes.
- Demonstrated ability to lead, energize and supervise, including the ability to coordinate many people with varying skills, abilities, life experiences and/or from diverse backgrounds.



- Demonstrated understanding of and commitment to eliminating sexual and domestic violence and all forms of oppression.
- Demonstrated skills in problem solving, handling multiple tasks, tracking details and setting priorities for accomplishing a variety of projects.
- Excellent verbal and written communication skills
- Ability to manage confidential information.
- Ability to work flexible hours independently and as a team.
- Strong computer technology skills, including Microsoft Word, Excel, and Outlook. Ability to learn new technology systems and implement within scope of duties.
- Valid driver's license and ability to respond in person to Eugene/Springfield locations, such as medical facilities for emergency advocacy, within 30 minutes or less.
- Ability to pass required criminal background check.
- Proof of successful completion of Oregon's Advocacy Training requirements or ability to complete it within first six months of employment.

Qualifications – Preferred

- Bilingual (Spanish/English), bicultural.
- Experience working in a non-profit environment.
- Experience coordinating a multi-disciplinary team, such as a Sexual Assault Response Team (SART), Domestic Violence Enhanced Response Team (DVERT) and/or a Child Abuse MDT.