



## SEX TRAFFICKING PROJECT COORDINATOR (PART-TIME)

### JOB PURPOSE

The Project Coordinator is responsible for the Coalition to Stop Violence Against Native Women's (CSVANW) sex trafficking initiatives and strategic coordination of the Coalition's overall project initiatives (training, education, advocacy, and prevention). Plans, implements, and evaluates the Coalition's sex trafficking initiatives in collaboration with tribal and state trafficking programs and agencies across the Coalition's service area. Works closely with Coalition stakeholders and partners to identify issues, priorities, develop strategies and community-based responses to sex trafficking for sexual violence prevention and abuse to support the mission, goals, and objectives of CSVANW. This is an hourly, non-exempt position.

### DUTIES AND RESPONSIBILITIES

- **Meeting Grant Deliverables:** Executes a variety of grant-funded training and education projects that support the Coalition's mission-driven work, ensuring project grant goals and objectives are being met and assessed for quality and efficiency.
- **Technical Assistance:** Builds supportive and strategic relationships with impacted communities to develop, assess, and improve CSVANW's sex trafficking initiatives to further build the capacity of communities and providers.
- **Reporting:** Tracks grant activities for quarterly and yearly grant reporting; and provides monthly community engagement reports to the Communications Department.
- **Policy Advocacy:** Stay informed on federal, state, and tribal sex trafficking legislation and policy to assist in developing improved responses and recommendations that support survivors and provider programs. Attends sex trafficking related committee and taskforce meetings on behalf of CSVANW.
- **Outreach:** Design and conduct community-based campaigns on sex trafficking and Human Trafficking Awareness Month annually in January; conduct outreach to tribal communities, impacted comm, and tribal colleges to provide support to Native American student populations.
- Performs other duties as may be assigned by the Training and Education Director.

### QUALIFICATIONS

CSVANW values your lived experience just as much as your education and work experience. We know that studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. We are building a movement grounded in kinship, inclusion, innovation, culture, and healing, so even if you don't meet all the qualifications—we still encourage you to apply. You might be the right person to join us! CSVANW is a survivor-led organization who is committed to centering the experiences of survivors. You belong here.

A combination of work/education and life experiences that demonstrates a strong understanding of sex trafficking and how it intersects with other forms of oppression. Demonstrated knowledge and a minimum of four years of experience in one or more of the following:

- a social justice related advocacy organization (e.g., racial justice, economic justice, housing justice, food justice, immigrant justice, and reproductive justice).
- grassroots or community organizing efforts addressing social inequities
- victim advocacy in a non-profit or within a tribal entity

#### **SKILLS, KNOWLEDGE, AND ABILITIES**

- Take actions to deepen our commitment toward developing and sustaining a holistic advocacy response to the sex trafficking programming
- Experience working with tribal communities; must engage in respectful cultural sensitivity towards the needs and life-ways of tribal nations and Pueblos
- Knowledge and a general understanding of operative standards and grant deliverables/reporting for nonprofit organizations; ability to develop, implement, and evaluate training curriculum.
- Successful track record in project coordination and setting project priorities and deadlines; keen on organization and problem-solving skills that supports sound decision making
- Demonstrate ability to establish goals and objectives in event planning and projects; demonstrate good negotiation skills; work independently and collaboratively demonstrating good judgment
- Able to deliver effective group presentations and communicate clearly verbally and in writing
- Establish and maintain effective interpersonal relationships with co-workers; colleagues; collaborative partners; board members, governmental officials, volunteers, and community
- Utilize computer equipment, software, and other electronic devices (computer and cellular phone) to perform work effectively and efficiently; knowledge of Microsoft Word, Excel, PowerPoint, OneDrive, Zoom, Canva, Constant Contact, and Miro is desirable

#### **WORKING CONDITIONS**

- Sensitive areas of violence will arise; commitment to individual healing and wellness is essential
- Most essential duties are performed in an office environment with exposure to a variety of business equipment and other pertinent materials
- May be required to work weekends and/or during the evenings; work may require travel to other locations throughout or outside of New Mexico
- Requires sitting a majority of the time, with limited walking and standing
- May occasionally require lifting of various materials and equipment to a maximum of 25 pounds

#### **COMPENSATION**

CSVANW offers competitive salaries, excellent benefits, vacation, and an innovative working environment. CSVANW is dedicated to promoting an environment of collaboration and workplace flexibility. Salary is \$24/hour, at 25 hours/week.

#### **HOW TO APPLY**

Submit your **cover letter, resume, three professional references, and a writing sample** (maximum length one page, single-spaced) that you believe best expresses your commitment and passion for this position to: CSVANW Office Coordinator, Orlinda Abeyta at: [oabeyta@csvanw.org](mailto:oabeyta@csvanw.org). Subject Line: [YOUR NAME] Sex Trafficking Project Coordinator Position.