



# Freedom Network USA

## Freedom Network Training Institute Coordinator

**Application Deadline: December 1, 2017** or until position is filled (applications will be considered on a rolling basis)

**Location:** Arlington VA (Washington DC area)

**Mission:** The Freedom Network USA (FNUSA) is the nation's largest alliance of organizations and individual advocates working with survivors of all forms of human trafficking to ensure that trafficked persons have access to justice, safety, and opportunity.

**Position Summary:** The Freedom Network Training Institute (FNTI) Coordinator is responsible for implementing the Housing Training and Technical Assistance Project of FNTI, under the direction of the FNTI Director. The FNTI Coordinator works with the Project Partners to develop and deliver high quality training and technical assistance to human trafficking programs on access to housing for human trafficking survivors. The FNTI Coordinator will report to the FNTI Director.

### **Essential Job Functions:**

#### Training and Technical Assistance Provision

- Develop training materials and provide technical assistance within candidate's areas of expertise.
- Coordinate development of training materials and curricula for Project in collaboration with sub-grantees and consultants, for approval by the FNTI Director.
- Collaborate with FNUSA staff and consultants to develop new training resources to FNUSA's website.
- Receive requests for training under the Project, assess the requests and recommend responses for approval by the FNTI Director.
- Maintain calendar of all past and upcoming trainings.

#### Project Partner Support

- Schedule and support monthly and quarterly Project Partner meetings.
- Provide assignments to Project Partners, including delivery dates, and support partners in meeting deadlines.
- Coordinate webinar and in person training schedule, and assist Project Partners with logistical support.
- Receive invoices from Project Partners and other project consultants, and submit to FNTI Director for approval.
- Receive quarterly reports from Project Partners, ensure all reports are received on time.

#### Project Development Support

- Draft project reports for approval by FNTI Director.

- Coordinate website and social media updates with FNUSA staff and consultants.
- Coordinate and draft Project revisions and other updates for approval by the FNTI Director.

### **Required Experience and Skills**

- At least 2 years of experience in housing services, human trafficking survivor service provision, and/or providing training and technical assistance to crime victim service providers.
- A commitment to human rights and survivor empowerment.
- A sense of humor and collaborative spirit.

### **Compensation and Benefits**

Position salary range is \$30,000 to \$40,000, depending on experience, with benefits including medical, dental, vision, and retirement plan.

### **How to Apply**

Email your resume and coverletter to [info@freedomnetworkusa.org](mailto:info@freedomnetworkusa.org) with *FNTI Coordinator* in the Subject line.

*Freedom Network USA is an equal opportunity employer.*

*FNUSA does not discriminate on the basis of race, ethnicity, color, gender identity or presentation, sex, marital status, sexual orientation, age, religion, immigration status, or the presence of any sensory, mental or physical disability in employment.*