



# Freedom Network USA

## **FREEDOM NETWORK TRAINING INSTITUTE COORDINATOR**

**Application Deadline:** September 25, 2020 or until position is filled (applications will be considered on a rolling basis).

**Position Term:** The expected start date is mid-November 2020. The position is funded until September 30, 2023, with a possibility of renewal.

**Location:** Washington DC area, Buffalo NY, or Salt Lake City UT preferred; with a possibility of remote work.

**Mission:** 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. FNUSA has a work atmosphere where everyone's opinions and ideas are valued. We are committed to work-life balance and offer everyone opportunities to learn, experiment, and grow.

**Position Summary:** The Freedom Network Training Institute (FNTI) is a leader in providing dynamic and innovative training and technical assistance to professionals in the human trafficking field. We are searching for a Coordinator to support the logistics and activities of the Freedom Network Training Institute, including the FNTI Housing Training and Technical Assistance Project (FNTI Housing TTA Project) which increases access to safe housing for survivors of human trafficking. The FNTI Coordinator will lead communication with a diverse group of consultants, track and support technical assistance and training requests, and support social media outreach. If you are passionate about processes, collaboration, organization, and contributing to the anti-trafficking field, we want to hear from you!

### **Essential Job Functions:**

- Receive requests for training and technical assistance, assess the requests, and recommend responses to the FNTI Director.
- Maintain database of TTA efforts.
- Maintain calendar of all past and upcoming trainings, including webinars and in person trainings.
- Lead quarterly Project Partner meetings and provide logistical support to Project Partners, including technical support during webinars, travel support for in person trainings, and grant compliance support.
- Coordinate website and social media updates with FNUSA staff and consultants.
- Coordinate logistics for Housing Summits to support local anti-trafficking organizations throughout the US.
- Support development and implementation of national training projects, including webinars and in person trainings, through FNUSA's FNTI Speakers Bureau.
- Support the annual FNUSA Human Trafficking Conference.
- Other duties as assigned.

### **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.
- Excellent organization skills and flexibility.
- Excellent communication skills and ability to multitask.
- Excellent knowledge of Microsoft Office (including Excel, Word, and PowerPoint), Adobe Acrobat Pro, Adobe Connect, and Zoom Webinar.
- A commitment to human rights and survivor empowerment.
- A sense of humor and collaborative spirit.

**Compensation:** Salary range is \$40,000 to \$45,000 depending on experience, plus benefits, including medical dental, vision, and retirement plan. Employees working from a home office will be provided with or reimbursed for the following supplies: computer, printer, internet access (reimbursable up to one fourth the total cost) and office supplies.

**How to Apply:** Email your resume and cover letter to [info@freedomnetworkusa.org](mailto:info@freedomnetworkusa.org) by **September 25, 2020** 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. Survivors of trafficking are strongly encouraged to apply.*