



Freedom Network USA

Job Posting: FNUSA Membership Coordinator

Application Deadline: June 9, 2021 or until filled

Position Term: One Year, beginning July 1, 2021, with possibility of continuation

Location: Buffalo, NY or Washington, DC preferred; remote employment possible

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. We are a growing team of passionate advocates, providing training and technical assistance, engaging in policy advocacy and lobbying, and building a more effective anti-trafficking movement. 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: FNUSA currently has over 80 individual and organizational members across the US. Members include survivors, legal and social service providers, researchers, and experts. The Membership Coordinator will coordinate the activities of membership; including supporting the on-boarding of new members, staffing and facilitating working groups, and maintain member-only spaces like the private listserv and google site. The Membership Coordinator will work with the Director of Partnerships to reduce barriers for participation in the network and develop innovative ways to engage members in the work of FNUSA. This is a full-time, non-exempt, hourly position that reports to the Director of Partnerships.

Essential Job Functions:

- Support all FNUSA Working Groups and standing calls including: scheduling, sending reminders, managing attendee lists, taking minutes, and sending out follow-ups.
- Maintain Membership Listserv, Drive, and Google Site.
- Support the on-boarding of new members through new member orientation and monthly orientation calls.
- Facilitate annual member renewals.
- Assist with the annual membership application process.
- Assist with the Steering Committee Nomination process.
- Disseminate and gather data for the annual Member Report.
- Manage the FNUSA Membership Directory.
- Facilitate the Survivor Project Fund.
- Process invoices for Survivor and Advocate Consultants.
- Support the annual FNUSA Human Trafficking Conference.
- Provide general administrative support to the Director of Partnerships.
- Other duties as assigned.

Skills and Qualifications

- Strong editing and communication skills
- Self-starter/Ability to work independently
- Organization/Ability to prioritize among multiple tasks
- Proficient in Microsoft Office and Google G Suite
- One-year experience working in the nonprofit sector and/or victim services field

Compensation: This is a non-exempt position with a starting hourly wage of \$19.25 to \$21.75 per hour (approx. \$40,000 - \$45,000 annually), plus benefits including personal, medical, and family leave; medical, dental, vision, and life insurance; and retirement plan with an employer match.

How To Apply: To apply please send resume and cover letter to info@freedomnetworkusa.org with Membership Coordinator in the Subject line by **June 9, 2021**.

Survivors of trafficking are strongly encouraged to apply. Lived experience is evaluated as equivalent to work or educational experience by FNUSA, unless specific certifications are specifically required.

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.