



# Freedom Network USA

## STANDARDS OF CARE SENIOR PROJECT MANAGER

**Application Deadline:** January 9, 2023 or until filled

**Job Classification:** Full-Time, Exempt

**Location:** Remote work. Preference for DC, IA, IL, IN, LA, MD, MI, NY, UT, and VA.

**About Us:** 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 a healthy work-life balance and offer everyone opportunities to learn, experiment, and grow.

**Position Summary:** FNUSA's Freedom Network Training Institute (FNTI) is a leader in providing dynamic and innovative training and technical assistance to professionals in the human trafficking field. The Standards of Care Senior Project Manager is primarily responsible for supporting activities of the Standards of Care (SOC) TTA Project. The SOC TTA Project is a cooperative agreement, funded by the USDOJ Office for Victims of Crime (OVC), to develop standards of care for anti-trafficking service providers. The SOC Project Manager works with the Sr. Director of Training to develop and accomplish high quality project deliverables. This position leads the drafting of the SOC for the project, maintains communication with federal partners, and provides supervision for project staff. This position reports to the Sr. Director of Training.

### Essential Job Functions:

- Supervise two SOC Project Specialists and a SOC Project Coordinator
- Provide training and technical assistance within their area of expertise
- In collaboration with the Sr. Director of Training, support the strategy and carry out the execution of the SOC TTA Project
- Support and facilitate in-person meetings for the Technical Working Group (TWG)
- Oversee the literature review to be completed by a consultant partner
- Lead the drafting of the SOC
- Support the SOC dissemination plan and activities for public comment
- Collaborate with OVC and USHHS Office on Trafficking in Persons (OTIP) TTA providers to leverage existing resources and avoid duplication
- Lead the evaluation, data collection, and assessment activities for the project
- Work closely with OVC and OTIP to integrate their feedback and to collaborate on project activities and outcomes
- Prepare and submit semi-annual progress reports to federal funder
- Other duties as assigned

**Required Experience and Skills:**

- 6 years of relevant experience, including at least 1 year of project management experience
- At least 1 year of supervisory experience
- At least 1 year of experience in working with consultants, partnerships, collaboratives, or networks
- At least 1 year of experience with budget management, experience managing federal grants is highly desirable
- Demonstrate strong written and verbal communication skills with attention to detail
- Have the ability to work independently
- Experience in project planning and individual task management
- Knowledge of Microsoft Office (including Excel, Word, and PowerPoint), and Zoom platform
- Collaborative team player with excellent communication and organizational skills and ability to relate to different points of view

**Work Environment:** FNUSA has become a fully remote organization. Employees can choose to work from home or to have FNUSA provide a co-working office space near them.

**COVID 19 Vaccine Requirement:** All employees who wish to, or are required to by the nature of their position, attend in-person work meetings or events, will be required to be vaccinated for COVID 19. Accommodations will be granted only where they do not cause undue hardship to the organization.

**Essential Physical Requirements:**

- The position requires the ability to work on a computer for all or part of the workday.
- The person in this position must be able to communicate via phone, video calls, and email.
- This position requires the ability to work set, core hours, Monday through Friday.
- This position requires travel once or twice per year via airplane, car or train, depending on COVID safety guidelines.
- The position requires the ability to attend events that may encompass all or part of the workday.

**Compensation:** The salary range is \$70,000 to \$74,500 depending on experience. Benefits include medical, dental, vision, short and long term disability, life insurance, and retirement with employer match. The final salary offer will be contingent upon an organizational compensation analysis and equity review. In order to counter pay inequality and uphold internal parity, compensation is non-negotiable for all employees. To learn more about our compensation policy and view our compensation chart, please [click here](#).

**How To Apply:** To apply please send a resume and responses to the application questions below to [info@freedomnetworkusa.org](mailto:info@freedomnetworkusa.org) with “SOC Senior Project Manager” in the subject line by **January 9, 2023. Priority consideration will be given to early applicants.**

Instead of a cover letter, please respond to the following questions in a document and send with your resume. Please keep your answers to 1 paragraph for each question.

1. Why do you believe standards of care are essential for the anti-trafficking field?
2. This project will require the Senior Project Manager to engage with and support approximately 20 technical working group members. What experience do you have with engaging in a similar group structure?
3. This project requires timely and consistent communication with our federal funder. Tell us about your experience working with funders and how you engaged in those relationships to ensure successful communication.
4. The Sr. Project Manager will supervise three staff members. What is your approach to supervision and team engagement?

**Equity Commitment:** Survivors of trafficking are strongly encouraged to apply. Lived experience is evaluated as equivalent to work or educational experience by FNUSA for this position.

We encourage you to apply even if you don't meet the exact qualifications of this position. Research tells us that minorities often opt out of applying for jobs they are qualified for because they don't meet the exact criteria.

*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. We will provide reasonable accommodation to individuals with disabilities so they can participate in the job application or interview process, perform essential job functions, and receive other benefits and privileges of employment. Please contact us to request an accommodation.*