



Freedom Network USA

STANDARDS OF CARE (SOC) COORDINATOR

Application Deadline: June 16, 2023

Job Classification: Full-Time, Non-Exempt

Location: Remote work. Candidates must be located in DC, IA, IL, IN, KY, LA, MD, MI, NY, TX, UT, or 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. Freedom Network USA mobilizes its collective strength to build a transformative approach to human trafficking that is grounded in anti-racism and anti-oppression. We are a growing team of passionate advocates, providing training and technical assistance. 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: 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. The Standards of Care (SOC) Training & Technical Assistance (TTA) Project is a new project, funded by a 3-year award from the USDOJ Office for Victims of Crime (OVC) to develop standards of care for anti-trafficking service providers. The SOC TTA Project integrates a diverse group of consultants, including survivors, service providers, and federal agency staff in a collaborative and iterative process. The SOC Coordinator will support the logistics and coordination activities of the SOC TTA Project. This position reports to the SOC Senior Project Manager.

Essential Job Functions:

- Lead communication with TWG and consultants regarding meetings and agendas
- Coordinate meeting logistics including technology, closed captioning, interpretation and/or translation for all in-person and virtual meetings
- Coordinate travel for in-person activities
- Collect invoices and prepare check requests
- Take detailed notes during TWG in-person and virtual meetings
- Manage the SOC Project email account
- Maintain a database of SOC project efforts and a calendar of project activities
- Provide administrative and technical support via Zoom for bimonthly TWG subcommittee meetings as well as any other meetings involving external partners
- Coordinate website and social media updates with FNUSA staff and consultants
- Support the annual FNUSA Human Trafficking Conference
- Other duties as assigned

Required Experience and Skills:

- Excellent knowledge of Microsoft Office (including Excel, Word, and PowerPoint), Adobe Acrobat Pro, and Zoom
- Experience working with consultants, partnerships, collaboratives, or networks

- Personal and professional commitment to anti-racism, human rights, and survivor empowerment
- Demonstrated experience or interest in human trafficking, domestic violence, refugee resettlement, labor exploitation, sexual assault, or other related fields
- Comfortable working with various data management, project management, and related technology applications and platforms (e.g., Box, Airtable, Zoom)
- Demonstrate strong written and verbal communication skills with attention to detail
- Collaborative team player with excellent logistical support and organization skills

Don't meet the exact qualifications? We still encourage you to apply. Research tells us that minorities often opt out of applying for jobs they are qualified for because they don't meet the exact requirements. FNUSA is dedicated to creating a diverse and inclusive workplace.

You will thrive in the role if you are:

- A collaborative team player with excellent communication skills and the ability to relate to different points of view.
- Comfortable working in a dynamic, growing environment
- Meticulous and detailed-oriented, with the ability to keep track of many small moving parts across the SOC project
- Enjoy working with consultants, managing meeting and travel logistics, and taking notes
- Highly flexible and able to gracefully adapt to new changes

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: Employees are required to be vaccinated against COVID-19 in order to attend in-person work meetings or events. 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, and email.
- This position requires working set, core hours, Monday through Friday.
- This position requires travel at least once or twice per year via airplane, car, or train, depending on COVID safety guidelines.

Compensation: The salary range is \$49,000 - \$53,000 depending on experience. Benefits include 100% employer-covered medical, dental, and vision health insurance for employees; a SIMPLE IRA retirement plan with a 3% employer match; monthly utility stipend and one-time furniture stipend for remote employees; 120 hours of annual leave and 100 hours of wellness leave (prorated for the first year); 11 holidays and a week-long Summer Break (mid-year) and Winter Break (end of the year).

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](#).

Lived Experience: Survivors of trafficking are strongly encouraged to apply. Lived experience is evaluated as equivalent to work or educational experience by FNUSA for this position. While we prioritize hiring applicants with lived experience, you will be assessed based on your skills and wisdom. We are not hiring you for your story.

How To Apply: To apply please send a resume and responses to the application questions below to info@freedomnetworkusa.org with "SOC Coordinator" in the subject line by **June 16, 2023**.

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

1. At times there may be a lot of tasks on your plate. How do you organize yourself and prioritize what needs to get done first?
2. This role will require coordinating logistical and administrative support for approximately 20 technical working group members. What experience do you have with engaging and managing multiple tasks in a similar group structure?
3. Tell us about an assignment that did not go according to plan. What corrections did you make and what were the results?
4. What do you need from your supervisor in order to thrive in this role?

Interview Process (estimated timeline):

1. We will begin inviting select candidates to a screening video interview from June 16th. The meeting will be with Meg Hughey, Senior Resource Specialist and Vanessa Chauhan, Standards of Care Senior Project Manager.
2. The top candidates will move forward to a 1-hour video interview with Karen Romero, Senior Director of Training and Vanessa Chauhan, Standards of Care Senior Project Manager.
3. Estimated start date August 7, 2023.

Please do not contact us to ask for the status of your application. We will reach out to all applicants to provide a final decision.

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, housing 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.