



Freedom Network USA

STANDARDS OF CARE (SOC) SPECIALIST

Application Deadline: November 24, 2023

Job Classification: Full-Time, Exempt

Location: Remote work. Candidates **must** be located in DC, GA, 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 cooperative agreement, funded by 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 Specialist will coordinate and document the activities and substantive discussions of the Technical Working Group (TWG), and will also support other FNTI projects as appropriate. The TWG is currently comprised of 25 subject matter experts from the anti-trafficking field. This position reports to the SOC Senior Project Manager.

Essential Job Functions:

- Organize, coordinate, and lead quarterly TWG meetings and monthly TWG subcommittee meetings
- Compile and consolidate TWG feedback to create working draft sections for the Standards of Care
- Oversee subcommittee work to ensure timelines are met for grant deliverables
- Facilitate partnerships with anti-trafficking organizations, allied fields, such as housing and homelessness service providers, runaway and homeless youth (RHY) advocates and service providers, and domestic violence advocacy.
- Host and participate in forums to elicit public feedback, including focus groups and listening sessions
- Support survivor leaders by providing assistance, tools, mentoring, and one-on-one check-ins, as needed, to ensure meaningful engagement within the SOC TTA Project
- Support various aspects of the FNTI as needed

Required Experience and Skills:

- At least 3 years' experience in human trafficking, domestic violence, refugee resettlement, sexual assault, or other related fields
- Experience with facilitating meetings and/or working groups
- Experience working with consultants, partnerships, collaboratives, or networks
- Comfortable working with various data management, project management, and related technology applications and platforms such as Zoom, Airtable, and Box
- Demonstrate strong written and verbal communication skills with attention to detail
- Adept at working with a diverse and large member group of professionals, including survivors with lived experience
- Excellent knowledge of Microsoft Office (including Excel, Word, and PowerPoint), Adobe Acrobat Pro, and Zoom
- Personal and professional commitment to anti-racism, human rights, and survivor empowerment
- Demonstrate strong written and verbal communication skills with attention to detail
- Proactive workstyle, not afraid to ask for guidance as you explore potential solutions
- Personal and professional commitment to anti-racism, human rights, and survivor empowerment
- 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.
- Meticulous and detailed-oriented, with the ability to keep track of moving parts to meet project activities and goals
- Highly flexible and able to gracefully adapt to new changes
- Comfortable taking the lead on projects and determining priorities in order to meet deadlines

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 \$57,000 - \$62,000 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 (pro-rated for the first year); 11 holidays and a week-long Winter Break at the 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 Specialist" in the subject line by November 24, 2023.

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, with a limit of 1-page total for all responses.

1. This project will require the SOC Specialist to engage with and support approximately 20 technical working group members. Share an example of how you develop and maintain a culture of collaboration and support within a group of similar size.
2. Why do you believe Standards of Care are needed in the anti-trafficking field?

Interview Process:

1. We will begin inviting select candidates to a screening video interview from December 4th with Vanessa Chauhan, Standards of Care Senior Project Manager.
2. The top candidates will move forward to a 1-hour interview with Karen Romero, Senior Director of Training and Vanessa Chauhan, Standards of Care Senior Project Manager
3. Estimated start date for this role is January 22, 2024.

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.