



## Education Specialist

The Education Specialist is primarily responsible for cultivating education opportunities and delivering UAHT's trainings for frontline professionals, including first responders, healthcare, and law enforcement. The position will also be responsible for supporting Community Engagement Initiatives to multicultural communities across the greater Houston area. The position reports to the Director of Programs.

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### Desired Experience

Education: Bachelor's degree from an accredited university is required; Concentrations in cultural studies, communication, nonprofit, public health, and social work are a plus.

### Qualifications:

1. Minimum 2 years of professional experience in the nonprofit sector and/or social services
2. Communication skills and experience in public speaking
3. Strong organizational skills to recruit, coordinate, and execute education events
4. Proficient computer skills to operate programs (Microsoft Office Suite and PowerPoint)
5. Basic knowledge of human trafficking
6. Demonstrate cultural-competency skills with diverse, immigrant and refugee communities required
7. Proven ability to work as a team-player while maintaining positive working relationships
8. Valid driver's license, auto insurance, and reliable personal transportation

Additional Qualifications: Spanish and/or foreign language skills strongly preferred. Bilingual reading/writing skills, recruiting, community organization, and facilitating presentations/support groups are a major plus. Curriculum creation, program design, research skills, and knowledge of presentation software such as Prezi are a plus.

### Responsibilities

1. Recruit opportunities and deliver UAHT's training programs for frontline professionals, including first responders, healthcare providers, and law enforcement
2. Continue to develop and update existing Education Programs, such as the Education, Healthcare and Social Services Training programs, considering promising practices in education and outreach for anti-human trafficking
3. Recruit opportunities to deliver the hallmark program Human Trafficking 101 to community groups and organizations across the Houston metropolitan area
4. Assist Education & Program staff in the presentation/curriculum development of the Human Trafficking 101 and eLearning programs
5. Facilitate Educational Consultation Requests for academic and student research projects
6. Coordinate the Speaker Request process, which includes scheduling training and education program events or academic consultations
7. Gather data to help support the evaluation of education services

8. Provide support to the Director of Programs in supervision over the work of UAHT intern(s) that will assist in various aspects of training, presentation programs, program evaluation, and education activities
9. Represent UAHT through the participation in media interviews as needed
10. Participate in community meetings to better enhance education efforts
11. Assist UAHT staff with special projects on an as needed basis
12. Maintain a working knowledge of significant developments and trends in the field

UAHT is an equal opportunity employer and provides several benefits to qualified employees.

Normal business hours are Monday through Friday from 9:00 AM – 6:00 PM, however this is a full-time position requiring flexible hours including evenings and weekends.

To apply for this position, please submit a resume and cover letter to Human Resources at [hr@uaht.org](mailto:hr@uaht.org). The application deadline will be open until filled.

To learn more about the organization, visit [www.uaht.org](http://www.uaht.org).