



Community Engagement Specialist

Are you passionate about fighting human trafficking and empowering others? Then join United Against Human Trafficking as our Community Engagement Specialist. This role empowers volunteers, businesses and community members to fight trafficking in Houston.

We are seeking an energetic self-starter for this full-time Community Engagement Specialist position. The role is responsible for the management and expansion of UAHT's Volunteer Program (recruitment, training and organization of all volunteers) and fundraising through social engagement activities.

Responsibilities Include:

- Planning and leading volunteer outreach initiatives within the Greater Houston Area;
- Planning and implementing volunteer trainings;
- Coordinating all logistics related to volunteer management;
- Planning our annual fundraiser including event logistics, help securing sponsorships, run event the day-of;
- Coordinating 3rd party event logistics including attending, hosting a UAHT table, interacting with attendees;
- Regularly communicate with volunteers through email, phone calls and letters;
- Creating innovate strategy to engage current and new partners.

This role works closely with the Communications Specialist to create ongoing campaign materials, brochures, update the UAHT website, and social media posts related to events and volunteers. The Community Engagement Specialist reports directly to the Partnership Manager within the fundraising department.

This position is best filled by someone who displays creativity, enjoys interacting with people, is motivated, a strong leader and possesses public speaking skills.

Desired Experience and Qualifications:

- A preferred degree in Public Relations, Public Administration or Liberal Arts
- Base level human trafficking knowledge
- Effective project management skills
- Strong verbal and professional written communication skills
- Computer proficiency with Microsoft Office and able to learn multiple databases
- Strong administration and organizational skills.
- Ability to interact with diplomacy and tact amid diverse groups
- Ability to adapt and respond to various situations
- Candidates must have a valid driver's license and auto insurance.
- Reliable transportation
- Must be able to work some nights and weekends