



United Against Human Trafficking

Job Description for Coalition Specialist

Coalition Specialist

Are you passionate about fighting human trafficking and empowering others? Then join United Against Human Trafficking as our Coalition Specialist. This role organizes and empowers heightened opportunities for inter-agency collaboration in the Greater Houston.

We are seeking an originative thinker for this full-time Coalition Specialist position. This role is responsible for the management and further development of coalition operations, recruitment, new member projects, and organizational mentorship. This role will work to plan and implement events, develop sustainable projects, strengthen collaboration, and grow HRRC social media presence. This position reports to the Coalition Manager within the Development Department.

The ideal candidate will possess a growth mentality with the ability to continuously re-assess internal and external organizational capacity, the needs of the anti-human trafficking movement, and self. This person is creative, enjoys crafting collaborative opportunities, and possesses public speaking skills.

Desired Experience

Bachelor's degree from an accredited university with preferred degree in social sciences, non-profit, communication, or public health

Responsibilities:

1. Coordinate logistics of Coalition and committee events
2. Engage and sustain relationships with new and established member organizations
3. Maintain and innovate strategy to support member organizations
4. Cultivate relationships with agencies serving multi-cultural communities within the Greater Houston area
5. Recruit, vet, and perform assessments of new and established partnerships
6. Assist Partner agencies in database implementation and sustainability needs
7. Develop and maintain regular member communication through social media platforms
8. Aggregate and interpret survivor services care data from Salesforce
9. Maintain records and records storage systems of coalition activities, accomplishments, meetings, and member organizations
10. Establish a coalition to archive the growth of the HRRC
11. Research past and current articles, journals, and news discussing human trafficking policy, programs, trends, and patterns locally, statewide, and nationally
12. Assist UAHT staff with special projects on an as needed basis and other duties as assigned by the Director of Donor and External Partnerships and Coalition Manager



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Qualifications:

1. Base level human trafficking knowledge
2. Effective project management skills
3. Strong verbal and professional written communication skills
4. Computer proficiency with Microsoft Office and able to learn multiple databases
5. Strong administration and organizational skills
6. Ability to interact with diplomacy and tact amid diverse groups
7. Ability to adapt and respond to various situations
8. Candidates must have a valid driver's license and auto insurance
9. Reliable transportation

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.

The application deadline will be open until filled.

To learn more about the organization, visit www.uaht.org.