



United Against Human Trafficking

Job Description for Education Coordinator

The Education Coordinator will be primarily responsible for development, enhancement, implementation, and coordinating UAHT's Education Programs; Frontline Professional Training, Community Engagement, and Youth Education. The Education Coordinator will be responsible for the successful delivery of the projects goals and strategies as it pertains to all Education Programming. All education activities should be in line with and support the overall mission of the organization. This position requires travel throughout the Houston area to attend meetings, provide services, and to develop and work with community partners.

This position reports to the Education and Outreach Manager.

Education/Experience

- **Level of Education: Bachelor's degree from accredited university is required**
- **2-5 years of experience in the non-profit sector and/or social services**

Qualifications

1. Must possess a keen understanding of issues related to human trafficking
2. Must be highly organized, detail oriented, and have program development/implementation experience
3. Must possess an ability to work well under pressure and the ability to seek and synthesize information and communicate in a compelling and succinct manner
4. Experience working in nonprofit organization managing programs
5. Knowledge and experience implementing trauma informed care practices
6. Maintains an extensive and solid professional network
7. Strong written and verbal communication skills, effective communication, and planning skills
8. Ability to be culturally competent in serving the needs of diverse populations
9. Proven self-starter with a strong desire to take initiative
10. Proven ability to work with teams and manage volunteers and fellow staff to meet program goals
11. Ability to maintain positive and professional relationships with internal and external stakeholders
12. Experience managing multiple concurrent tasks and organizing work to ensure quality outcomes and adherence to deadlines
13. Strong organizational and time management skills with the ability to meet deadlines
14. Ability to work effectively both independently and with a team
15. Strong attention to detail and adherence to deadlines
16. Ability to represent the agency professionally and effectively always
17. Able to work evenings and weekends throughout the year as needed
18. Position requires travel within the greater Houston region; must have reliable transportation



Essential Duties and Responsibilities

Planning and Implementation

1. Supports the development of goals and objectives for program area on an annual basis
2. Coordinates program activities to ensure alignment with organizational goals
3. Identifies and coordinates opportunities for collaboration with various vendors and community services to expand education programs
4. Works closely with coalition members to coordinate program implementation
5. Ensures all service requests are responded to in a timely manner and that scheduling is as efficient as possible
6. Participates in the delivery of services to community sites at a reduced level
7. Assigns activities to the appropriate UAHT staff as necessary
8. Supports Education and Outreach Manager in ensuring all grant and funder requirements are included in the programs structure.
9. Organizes regular meetings with program staff
10. Assists with special projects on an as-needed basis and other duties as assigned
11. Works closely with other UAHT staff in service delivery and partner conversations as appropriate
12. Self-starter who can navigate leadership skills in any situation that may occur
13. Comfortable with going out into the community with proper social distancing measures

Program Development, Compliance and Expectation

1. Stays informed regarding educational tools, trends, and significant developments in the field
2. Oversees the updating of curriculums to ensure they are delivered in the most appropriate manner to the audience and that up-to-date information is included.
3. Ensures that approved curriculums are delivered as expected and according to procedure
4. Works closely with the Education and Outreach Manager to ensure grant requirements are met
5. Ensures that all program entry records are accurate and organized
6. Oversees the ongoing collection of data for reporting purposes
7. Assists in developing and updating program policies and procedures
8. Follows compliance and regulations required by funding sources
9. Completes and submits timely and accurate documentation; program paperwork, forms, reports, meeting notes, and all other required correspondence, ensuring it is according to departmental standards
10. Reports to the Education and Outreach Manager on the overall successes and issues regarding programming
11. Adheres to best practices, quality management, funder, and department goals
12. Ensures program area goal and objectives are met through oversight of direct reports and implemented programming

Agency Compliance

1. Reports to work consistently and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time
2. Follows instructions; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate persons with an alternative plan
3. Understands agency policies and procedures and effectively adheres to them
4. Maintains appropriate levels of documentation and confidentiality regarding staff files, reports, correspondence, personnel, and paperwork
5. Understands and adds to the outcomes and progress of departmental goals
6. Attends department meetings, agency-wide staff meetings, and other meetings as scheduled.
7. Communicates proactively and professionally with peers and stakeholders through phone and emails
8. Follows all regulatory requirements for reporting suspected abuse or neglect



Team Relationships

1. Balances team and individual responsibilities; exhibits objectivity and openness to others' views
2. Gives and welcomes feedback
3. Inspires and motivates others to perform well; gives appropriate recognition to others
4. Acts respectfully and supportively towards other team members' efforts
5. Accepts responsibility and willingness to be accountable for work product, and professional growth
6. Identifies and resolves problems in a timely manner; works well with group problem solving situations; uses reason even when dealing with emotional topics
7. Displays willingness to make decisions; exhibits sound and accurate judgement; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions

Supervisory Responsibilities

1. Provides direct supervision to assigned staff, interns and volunteers including overall management, implementation, and evaluation
2. Manages the education team to ensure completion of work, high level of cooperation, and integration with other departments
3. Interviews, hires, and trains employees or volunteers; plans, assigns, and directs work; appraises performance; rewards and disciplines employees or volunteers
4. Addresses and manages employee complaints and team/employee issues.
5. Involves staff in planning, decision-making, facilitating and process improvement.
6. Develops supervisee skills and encourages growth.
7. Works continuously to improve supervisory skills, including communication, conflict resolution, leadership, critical thinking, interpersonal skills, time and priority management, diversity and generational differences in the workplace, problem solving.
8. Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

United Against Human Trafficking (UAHT), is an organization whose mission is to end human trafficking through educating the community, preventing exploitation, and empowering survivors. We fight so that all may live free.

UAHT is an equal opportunity employer and provides a number of benefits to qualified employees.

Normal business hours are Monday through Friday from 9:00 AM – 5:00 PM, however this is a full-time position requiring flexible hours including evenings and weekends.

To apply for this position, please submit a cover letter and resume 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.