



United Against Human Trafficking

Job Description for the Collaboration Manager

We are seeking an energetic self-starter for this full-time Collaboration Manager position. The Collaboration Manager is primarily responsible for managing the Calcasieu Parish Coalition, co-leading the Human Trafficking Rescue Alliance (HTRA)/UAHT annual summit, overseeing the Speakers Bureau, assisting with coordinating the Pathway program, and the management and expansion of UAHT's Volunteer Program (recruitment, training, and organization of all volunteers). The Collaboration Manager is responsible for the successful delivery of the projects, goals and organization as it pertains to coalition and expansion. All activities should be in line with and support the overall mission of the organization. This position requires as needed travel throughout the Greater Houston area and Calcasieu Parrish (Louisiana) to attend meetings, provide services, and to develop and work with community partners.

Desired Experience and Qualifications:

Education/Experience: Bachelor's degree from accredited university is preferred. Lived experience may be substituted for formal education or job history. Experience in the non-profit sector and/or social services is preferred. Applicants should have experience in the human trafficking sector with an understanding of local landscape, best practices, and partners.

Qualifications:

1. Must possess a keen understanding of issues related to human trafficking, trauma, homelessness, substance abuse, mental illness, etc.
2. Must be highly organized, detail oriented, and have program coordination/development experience
3. Must possess an ability to work well under pressure and the ability to seek and produce information and communicate in a compelling and brief manner
4. Experience working in nonprofit organization coordinating projects and partners
5. Knowledge regarding trauma informed care practices
6. Maintains a solid professional work ethic
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 to meet program goals
11. Ability to maintain positive and professional relationships with internal and external stakeholders
12. Experience coordinating 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. Able to work evenings and weekends throughout the year as needed
15. Position requires travel within the Greater Houston Area and Calcasieu Parish, additional travel may be required

Responsibilities

1. Actively engage and sustain relationships with new and established member organizations
2. Coordinate logistics of coalition and committee events
3. Maintain and develop strategies to support member organizations
4. Maintain records of coalition activities, accomplishments, meetings, and member organizations for internal tracking and external grant reporting into Salesforce
5. Maintain effective communication with coalition members and other external partners
6. Presenting Pathway to the Community



7. Recruiting Pathway Clients
8. Vetting Potential Pathway Members
9. Planning and leading volunteer outreach initiatives and training
10. Coordinating all logistics related to volunteer management
11. Assist UAHT staff with special projects on an as-needed basis and other duties as assigned
12. Ability to work positively as a team member

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 – 6:00 PM, however this is a full-time position requiring flexible hours including evenings and weekends.

To apply for this position, please send a resume and cover letter to hr@uaht.org. To learn more about the organization, visit www.uaht.org.