



United Against Human Trafficking

Job Description for the Programs Specialist

Programs Specialist

The Programs Specialist will be responsible for the coordination, enhancement and implementation of youth programming and supportive services. This position will work directly with vulnerable populations, including youth and adults, to prevent victimization and identify those who have been trafficked. All activities should be in line with and support the overall mission of the organization.

Desired Experience and Qualifications:

Education/Experience: Bachelor's degree required. 3-5 years of experience in the non-profit sector and/or social services. Degree in Social Work, Sociology, or related field is preferred. A knowledge of human trafficking both globally and locally a plus.

Qualifications:

- Proven ability to organize and implement youth programming within the community.
- Experience working with vulnerable populations, i.e. human trafficking victims, homeless, at-risk youth, individuals involved with the criminal justice and child welfare system, etc.
- Proven ability to work as a team-player, while maintaining positive working relationships.
- Proficient PC skills such as e-mail, MS office, Power point, etc.
- Strong written and verbal communication skills
- Strategic thinking and planning skills.
- Valid driver's license and reliable transportation required.

Responsibilities:

- Gain knowledge of human trafficking issues, with a specific focus on vulnerable populations.
- Support the Youth Coordinator in the growth of UAHT's youth and adult programming.
- Develop and implement strategies to identify new prospect opportunities and community resources to expand programs.
- Enhance, coordinate and implement workshops for vulnerable populations, including at-risk youth ages 12-18, and adults within the criminal justice system.
- Identifies and coordinates opportunities for collaboration with various vendors and community services, to support programs objectives.
- Facilitate workshops that can educate potential victims of human trafficking and/or at-risk populations about the services available in the community.
- Facilitate Youth Prevention Program and Awareness Workshop in various settings including schools, residential treatment facilities, detention centers and probation units.
- Facilitate Adult workshop in various settings including jails, drop-in centers, emergency shelter etc.
- Facilitate trainings for youth workers, guardians and care givers, and frontline professionals working with UAHT's targeted populations.
- Support outreach team with various outreaches, community events, and other activities.
- Identify victims of human trafficking and refer to service providers.
- Participate in community meetings to better enhance services for trafficked persons.
- Gather data to help support the evaluation of UAHT's programs.
- Work closely with partners to generate an increase in the number of human trafficking victims identified.



General Responsibilities:

1. Maintain a working knowledge of significant developments and trends in the field.
2. Assist all UAHT staff with special projects on an as needed basis.

Salary Range: \$34,000 - \$38,000

United Against Human Trafficking (UAHT), is an organization whose mission is to end human trafficking through awareness, education, and outreach.

FREEDOM – We aspire for all people to experience freedom and to live beyond bondage to others. We envision a world that is intolerant of buyers and sellers of humans.

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.