



## United Against Human Trafficking Job Description for the Outreach Specialist

### Outreach Specialist

The Outreach Specialist will be primarily responsible for assisting the Manager of Outreach Services in the development, enhancement, and implementation of UAHT's Outreach Programs. All outreach activities should be in line with and support the overall mission of the organization.

### Desired Experience and Qualifications:

**Education/Experience:** Bachelor's degree preferred and 3-5 years of experience in the non-profit sector and/or social services. A baseline knowledge of human trafficking both globally and locally a plus. Spanish language skills strongly preferred.

### Qualifications:

1. Proven ability to organize and implement outreach efforts in the community
2. Experience working with vulnerable populations, i.e., human trafficking victims, undocumented immigrants, homeless populations, individuals involved with the criminal justice system, etc.
3. Proven ability to work as a team-player while maintaining positive working relationships.
4. Proficient PC skills such as e-mail, MS office, Power point, etc.
5. Valid driver's license and reliable transportation required.

### Responsibilities:

1. Gain knowledge of human trafficking issues with a specific focus on vulnerable populations.
2. Support Manager of Outreach Services in the development of UAHT's Direct Outreach Program.
3. Conduct outreach at least 3 to 5 times a week in impoverished, culturally diverse neighborhoods, jails, detention centers and on the streets to help identify victims of human trafficking.
4. Develop and implement strategies to identify new prospect opportunities and community resources to expand outreach efforts.
5. Develop and plan activities and enrichment opportunities for targeted populations.
6. Provide monthly status reports on outreach program goals and objectives to the Manger of Outreach Services.
7. Identify and coordinate opportunities for collaboration with various vendors and community services to support programs objectives.
8. Facilitate educational workshops to potential victims of human trafficking and/or at-risk populations about the services available in the community.
9. Facilitate Youth Prevention Program and Awareness Workshop to youth in various settings.
10. Conduct outreach to various vulnerable populations.
11. Identify victims of human trafficking and refer to service provides.
12. Participate in community meetings to better enhance outreach efforts.
13. Gather data to help support the evaluation of outreach services
14. 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:** \$28,000 – 32,000.

To apply for this position, please send a resume and cover letter to Jenna Cooper, Manager of Outreach Services, at [JCooper@uaht.org](mailto:JCooper@uaht.org). To learn more about the organization, visit [www.uaht.org](http://www.uaht.org). The application deadline will be open until filled.