



## **New Hampshire Coalition Against Domestic and Sexual Violence Job Description: Human Trafficking Project Specialist**

The New Hampshire Coalition Against Domestic and Sexual Violence creates safe and just communities through advocacy, prevention, and empowerment of anyone affected by sexual violence, domestic violence, stalking and human trafficking.

The above mission is accomplished by the Coalition, which includes 12 independent community-based member programs, a board of directors and a central staff working together to: 1) influence public policy on the local, state and national levels; 2) ensure that quality services are provided to victims; 3) promote the accountability of societal systems and communities for their responses to sexual violence, domestic violence, stalking and human trafficking; 4) prevent violence and abuse before they occur.

The Coalition is a leading member of the New Hampshire Human Trafficking Collaborative Task Force, a collaboration of law enforcement, service providers, attorneys, state agencies, and other community stakeholders dedicated to improving the statewide response to human trafficking. The mission of the Task Force is to develop and implement a multidisciplinary response to human trafficking in New Hampshire that is coordinated and collaborative, victim-centered and trauma informed, includes prevention, and holds offenders accountable.

### **Job Objective:**

The Human Trafficking Project Specialist at the Coalition acts as a facilitator, strategist, and lead collaborator on efforts to prevent and combat human trafficking in New Hampshire. This position is responsible for the implementation and coordination of the New Hampshire Human Trafficking Collaborative Task Force. Duties include fostering collaboration and developing effective communication strategies among human trafficking agencies, crisis center service providers, law enforcement and criminal justice agencies; as well as providing guidance and technical support to direct service providers; helping to identify gaps in services; organizing trainings; and increasing awareness about the prevalence of human trafficking in New Hampshire. Additionally, the Human Trafficking Project Specialist may occasionally be tasked to help coordinate care and services for human trafficking victims outside of typical business hours, as part of the multi-disciplinary emergency response team.

### **Essential Functions:**

- Provide leadership, including development and implementation of the Task Force's strategic objectives and grant deliverables, and assist in the development of the statewide Task Force protocols.
- Collaborate and assist with the other programs and staff at the Coalition to promote and implement the work of the Task Force and to advance the statewide response to human trafficking including consulting on policy issues, responding to media inquiries, and supporting development initiatives to help sustain the work of the Task Force.
- Manage daily operations that support the Task Force.
- Plan and facilitate Task Force meetings and provide oversight and direction to the committees of the Task Force.

- Provide technical support to the Coalition's 12 member programs around human trafficking service provision and multidisciplinary collaboration.
- Assist with the coordination of emergency victim services, along with the multidisciplinary response team.
- Oversee data entry and collection for performance measurement and the evaluation activities of the evaluation consultant.
- Assist with the development, coordination, and facilitation of statewide trainings on human trafficking.

**Preferred Skills:**

- Experience in the field of victim services developing and implementing a collaborative approach to addressing the complex needs of trafficked victims.
- A team player with the ability to establish and maintain positive and productive working relationships.
- Advanced small and large group facilitation skills.
- Demonstrated understanding and commitment to ending human trafficking, domestic and sexual violence, and stalking.
- Excellent verbal and written communication skills.
- Ability to quickly problem-solve and think creatively about complex situations.
- Strong work ethic and a flexibility for the nature of this work.
- Great attention to detail with the ability to work independently
- Keep a calm demeanor when meeting multiple, simultaneous deadlines.
- Proficient in Microsoft Office (Word, Excel, and PowerPoint).

Physical and psychological demands: The physical demands described below are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Must be physically and mentally capable of performing multiple tasks (such as phone calls, computer work, attending meetings) under stressful situations and able to consistently function well in a fast-paced environment.
- Must be capable of using a visual display terminal with keyboard, repetitively use his/her wrist, elbow, and shoulder.
- Must be able to communicate independently.
- This position is located in Concord, NH, must be able to occasional travel, primarily in state.

**Disclaimer**

The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The Coalition is an Equal Opportunity Employer and is committed to hiring and employing diverse staff. We strongly encourage people of diverse racial, gender, and ethnic identities and abilities to apply.

**For Human Resources Only**

Job Category	Specialist
Exempt/Nonexempt	Exempt
This is a full-time position	40 hours per week

Supervisor  
Department(s)

Program Director  
Programs

Last Revised

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