

Indiana Trafficking Victim Assistance Program

Coalition Development Coordinator

Status: Full Time/Exempt

Reports To: ITVAP Program Director

Salary: \$45,000 - \$50,000

Position Summary:

The ITVAP (Indiana Trafficking Victim Assistance Program) Coalition Development Coordinator will assist the RCCs in regional coalition building, organizational leadership, & project management to guide & support the coalitions, helping them grow their capacity to serve victims and survivors and developing additional resources to become self-sustaining.

Primary Responsibilities:

- Assist the Regional Coalition Coordinators in all aspects of coalition building and development.
- Serve on the IPATH Taskforce and work with Indiana human trafficking coalitions to enhance collaboration.
- Work with existing service providers to connect with and integrate into existing coalitions to effectively engage with trafficked and exploited youth
- Collaborate with the ITVAP staff and partners in the development and implementation of a program of training to professionals and community groups/organizations.
- Participate in coalition capacity building through the development of organizational structure and the identification of external resources for sustainability.
- Support the Regional Coalition Coordinators in building community partnerships with IPATH, civic organizations, schools, universities and victim service providers.
- Grant compliance, data entry, application and report preparation as appropriate
- Facilitate community education events relating to human trafficking
- Attend community meetings and participate in projects as appropriate and/or requested by ITVAP Program Director
- Work to establish self-sustaining human trafficking coalitions across the state.
- Support coalitions and Regional Coalition Coordinators, as needed, with the coordination of service provision in collaboration with victims and/or other service providers to meet their specialized needs.
- Build coalition capacity to provide training and education to the community and specific audiences such as law enforcement, service providers, healthcare, youth, education, etc., to raise awareness and increase identification of trafficked youth.

Skills:

- Ability to work both independently and as a team
- Ability to handle multiple tasks
- Awareness and adherence to confidentiality and boundaries between agencies
- Excellent communication skills (verbal and written)
- Attention to detail in record keeping, partner coordination and documentation
- Excellent organizational skills
- Punctuality and dependability
- Ability to travel statewide; some overnight travel is required
- Ability to prioritize projects and tasks
- Ability to problem solve and make appropriate decisions in urgent situations
- Participate in professional development events as appropriate

Required Qualifications:

- Bachelor's degree in social work, human services, psychology or related field (experience maybe substituted for degree in certain circumstances)
- Two or more years of experience in a human services or social services field
- Working knowledge of Microsoft suite including Word, Power Point and Outlook
- Commitment to non-violent and cooperative work environment
- Commitment to providing quality and equitable services to all clients regardless of race, ethnicity, sex, gender identity, religion, age or sexual orientation
- Valid driver's license
- Ability to pass a criminal background check
- Knowledge of community resources
- Public speaking experience
- Must reside in Indiana and be willing to travel statewide

Preferred Qualifications

- Master's Degree
- Grant writing experience
- Experience building and supporting collaborative multi-disciplinary effort

If you are interested in applying for this position, please send your resume to Josh Varab, jvarab@indysb.org