

## Indiana Trafficking Victim Assistance Program

Job Description: Regional Coalition Coordinator

Status: Full Time/Exempt

Reports To: ITVAP Program Director

### **Position Summary:**

The Regional Coalition Coordinator is responsible for leading and strengthening anti-trafficking coalitions/task forces within the regionally defined area of service for the state. This role serves as the primary liaison between ITVAP, law enforcement, victim service providers, healthcare professionals, educators, and community stakeholders. The coordinator ensures a trauma-informed, victim-centered approach to service delivery, while fostering collaboration and capacity-building among coalition members to identify, support, and advocate for victims of human trafficking.

### **Primary Responsibilities:**

- Develop, lead, and sustain regional anti-trafficking coalitions/task forces for the defined area
- Recruit and engage diverse stakeholders including law enforcement, prosecutors, child welfare, healthcare, education, and survivor leaders
- Facilitate regular coalition meetings, strategic planning sessions, and collaborative initiatives to enhance regional multidisciplinary responses to trafficking cases, ensuring seamless communication and service delivery
- Provide technical assistance and consultation to coalition partners on best practices and emerging trends
- Serve as a point of contact for identified trafficking victims and coordinate trauma-informed, survivor-centered services
- Assist with victim assessments, as needed, and coordinate a plan in collaboration with victims and/or other service providers to meet their specialized needs
- Provide training to law enforcement, service providers, healthcare professionals, educators, and community groups to improve identification and response to trafficking
- Collaborate with, train, and coordinate services with other professionals to provide trauma-informed, survivor-centered services to victims of human trafficking
- Coordinate with the Service Provider Support Director to identify and onboard new providers to the ITVAP service provider network
- Chair or be a member of the IPATH Statewide Task Force or IPATH committees and maintain involvement and relationships with key community partners
- Maintain accurate records, data entry, and reporting in compliance with grant requirement
- Facilitate community education events relating to human trafficking
- Attend and represent ITVAP at community meetings and participate in projects as appropriate and/or requested by ITVAP Program Director

**Skills:**

- Strong leadership and coalition-building abilities
- Excellent verbal and written communication skills, including public speaking
- Ability to manage multiple priorities, work independently and collaboratively across systems
- High level of trauma-informed care knowledge and adherence to confidentiality and boundaries between agencies
- Proficiency in Microsoft Office Suite (Word, PowerPoint, Outlook)
- Strong organizational skills and attention to detail
- 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 may be substituted for degree in certain circumstances)
- Two or more years experience in a human services or social services field
- Working knowledge of Microsoft suite including Word, Power Point, Outlook, and SharePoint
- Commitment to non-violent and cooperative work environment
- Commitment to providing quality and equitable services to all clients
- Valid driver's license
- Ability to pass a criminal background check
- Knowledge of community resources
- Public speaking experience preferred