



COALITION TO
ABOLISH SLAVERY
& TRAFFICKING

SURVIVOR COORDINATOR Job Description

If you are looking for an organization where your talents, skills and experiences contribute to a greater cause, join our team.

Our Mission: Ending modern slavery through education, advocacy and empowering survivors of human trafficking.

About Us: The Coalition to Abolish Slavery and Trafficking (Cast) is a Los Angeles-based human rights organization that is working to put an end to modern slavery and human trafficking through comprehensive, transformative services to survivors and a platform to advocate for groundbreaking policies and legislation. Over the past two decades, Cast has supported thousands of survivors through every phase of their journey to freedom from counseling, to legal resources, to housing, educational and leadership training and mentorship. Through these programs, Cast has helped empower survivors to overcome their traumatic pasts and become leading voices in shaping policy and public awareness to ultimately put an end to the fastest growing criminal enterprise of the 21st century. Cast is the first nonprofit organization to receive the Presidential Award in Combatting Modern Slavery and Human Trafficking in 2014.

CAST has an immediate opening for a Survivor Coordinator in our Los Angeles Office.

About the Survivor Coordinator Position:

PURPOSE OF POSITION

The Survivor Coordinator position is in the Survivor Leadership Programs under the Empowerment Department. The Survivor Coordinator is responsible for the coordination of the National Survivor Network, and is a key team member of the Survivor Leadership Programs.

This position requires thorough knowledge and understanding of a trauma-informed, culturally sensitive, human rights, strengths-based approach in working with survivors of human trafficking. This position requires some travel throughout Los Angeles County, and occasionally state-wide and/or nationally. This position is based in Los Angeles, and is a full-time non-exempt position.

ESSENTIAL DUTIES

National Survivor Network

- Designs, plans, coordinates, and conducts NSN meetings, trainings and events, to meet deliverables and goals of the program;
- Prepare agenda, logistics, notes, and track attendance at NSN meetings through the electronic database;
- Lead the development and implementation of a strategic plan for the NSN;

- Lead the development of governance, policies, and procedures for the NSN;
- Provide support, guidance, and accountability to Chairs on the Executive Committee in order to assist in developing and implementing the strategic plan of each committee – Committees include Policy, Membership, Consultant/Speaker’s Bureau, and Communications;
- Lead capacity building, monitoring and evaluation, and collection of metrics for NSN activities
- Assist in managing conflicts within the NSN

Survivor Leadership

- Work closely with the Survivor Leadership Team on strategic development for the overall Survivor Leadership Programs, including the local Survivor Caucus;
- Participate in regular Survivor Leadership Team meetings;
- Travel to participate in national conferences, advocacy initiatives and trainings;
- Serve as presenter, trainer, panelist, moderator, keynote speaker, etc. at strategic public advocacy events as a survivor expert;
- Serve as survivor expert to improve CAST’s programs and services

Other Duties: Perform other duties in line with Empowerment Program and/or CAST goals

REQUIREMENTS

1. Survivor of Human Trafficking;
2. Experience in program coordination; Prior experience in local/state/federal policy work and training curriculum development a plus;
3. Demonstrated leadership and experience in community organizing and survivor leadership;
4. Demonstrated sensitivity to and knowledge of issues involved in working with diverse populations and organizations;
5. Possesses knowledge of common responses to trauma and trauma-informed care;
6. Ability to work independently and able to meet deadlines;
7. Experience in working on multi-disciplinary teams;
8. Excellent oral and written communication skills, including facilitation and conflict resolution;
9. Ability to operate computer systems, including Internet, email, databases, and word processing software (Microsoft Office Suite).
10. Organized, detailed, flexible, and able to multi-task to identify and respond to shifting priorities;
11. Ability to work effectively with a team and ability to work through conflict;
12. Ability to maintain cooperative and professional demeanor with clients, CAST staff, agency staff/board, vendors, consultants, allied professionals, donors, and members of the public;
13. Accept and abide by the mission and philosophy of CAST;
14. Availability to travel extensively throughout the Los Angeles region, with some statewide, national, or international travel that includes evenings and weekends;
15. Have a car, insurance and valid driver’s license.

Physical demands are typical for an office environment, including sitting, reaching, lifting, speaking, hearing, and seeing – reasonable accommodations can be made.

Compensation:

Cast offers a generous benefit package; medical, life, disability, paid sick/vacation time, professional development opportunities, and a 403(b) plan. All benefits are 100% company paid for employee, and 80% paid for dependents. We also offer an employee assistance program, and a SEP IRA retirement at 3% non-matching contribution. Additionally, we offer you an opportunity to work with a team of committed individuals in an innovative culture that values its employees, where you are supported and given every chance to succeed.

Please email cover letter and resume to: info@castla.org. You can also visit <https://cast.bamboohr.com/jobs/view.php?id=20> to apply for this position. Due to the high volume of resumes received only qualified candidates will be contacted. **NO PHONE CALLS PLEASE.**

CAST encourages survivors of human trafficking to apply for all employment opportunities within CAST. For this position, the candidate must not have been a client of CAST's Case Management Program within the last 2 years.

The Coalition to Abolish Slavery & Trafficking (CAST) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CAST complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

CAST expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of CAST's employees to perform their job duties may result in discipline up to and including discharge.