



SERVICIOS PARA EL AVANCE DE LA MUJER
SERVICES FOR THE ADVANCEMENT OF
WOMEN

110 N Ocean Ave, Patchogue, NY 11772

Human Trafficking Project Coordinator

PROJECT: The Freedom Plan

REPORTS TO: Executive Director

Hours/Week: 40 hours (Full Time)

Background:

Since 1993, SEPA Mujer has provided safe spaces for empowerment, leadership development, civic engagement, and legal assistance as the only Latina Rights Organization dedicated to social change and women's rights and as the only Latina immigrant rights organization on Long Island. Our direct services include a hotline, case management, wage theft case coordination, sexual assault individual counseling and survivor groups, domestic violence counseling groups, legal services, and court accompaniment.

Description: The Freedom Plan Project Coordinator will be integral to the Office for Victims of Crime (OVC) Services to Victims of Human Trafficking. *The Freedom Plan* provides 1) community education about the human trafficking of Latina immigrants to facilitate the identification of victims and safely refer them to services, 2) direct services of culturally adapted Healing Circles, workforce development training, and financial literacy training.

SEPA Mujer is willing to train qualified applicants about human trafficking in Suffolk County, New York, the impact of trafficking on Latina immigrants, community outreach, counseling, workforce development, financial literacy training, and appropriate, helpful resources in Suffolk County. We are looking for applicants familiar with the challenges of the Latina and immigrant communities who understand the unique needs of this community accessing services.

Reporting Relationship: Director of Programs

Duties and Responsibilities:

- Coordinate all project activities and data collection for The Freedom Plan project.
- Provide supervision of the Project's Outreach Coordinator and Volunteers.
- Work collaboratively with the project team and all of SEPA Mujer staff.

- Ensure human trafficking training from the EAC Safe Harbour program, OVC foundational Human Trafficking online training series for self and Project Outreach Coordinator.
- Represent the organization with OVC.
- Serve as a liaison between victims, State's Attorney's Office, police, and Criminal Justice personnel—support victims with any court proceedings related to Human Trafficking in coordination with our Legal Department.
- Ensure that the policies, procedures, practices, and award conditions comply with the execution of the project.
- Recruit, engage, and train volunteers for Project's activities.
- Develop a strategic community outreach and education plan with Project Outreach Coordinator and Volunteers.
- Facilitate the Healing Circles session counseling program to build positive self-esteem and confidence and promote healing from trauma.
- Develop and lead with volunteers, workforce development, and financial literacy training.
- Provide case management to clients connecting them with resources and benefits.
- Provide victims with appropriate referrals according to individual needs.
- Provide presentations about Human Trafficking to other organizations, local churches, schools, and one-on-one street outreach coordinated with the project's Outreach Coordinator.
- Lead and coordinated with Project's Outreach Coordinator and the Human Trafficking Coalition.
- Engage in data collection throughout the project.
- Document client work in the organization's database.
- Attend project meetings.
- Maintain proper OVC project time recording.
- Assist with OVC-required reporting.
- Attend task force meetings, information fairs, professional training, community outreach and educational programming, and other meetings as directed.
- Participate in occasional law enforcement operations outside of standard work hours.

Qualifications:

- Bachelor's degree in Psychology, Social Work, or Criminal Justice required.
- Bilingual Spanish/English verbal and written skills are required.
- Excellent interpersonal, oral, and written communication skills.
- Knowledge of Long Island, resources, and population in Nassau and Suffolk County.
- Ability to both interact and be comfortable with a diverse population.
- Knowledge of the Latina immigrant community.
- Experience recruiting and management of volunteers.

- Previous experience working with human trafficking victims, victims of gender-based violence, or victims of crime is preferred but not required.
- Exceptional organizational skills and strong attention to detail.
- Available to work some evenings and weekends.

Knowledge Required:

- Knowledge of Gender Violence, Racial Equity, Immigration, and the Criminal Justice System.
- Able to deal with crises and sensitively with victims of human trafficking and others.
- Good interpersonal and communication skills.
- Computer skills are necessary: Gmail, Google Drive, Canva, Excel, PPT
- Must have a valid driver's license and insured transportation

Job Type: Full-time

Salary: Salary is commensurate with experience.

Benefits:

- Generous PTO and holiday schedule
- Medical, dental, and vision coverage.
- Flexible Spending Account (FSA)

Deadline to apply: May 31st, 2023.

Send a Cover Letter and Resume to:

E-mail: jobs@sepamujer.org

For more info: (631) 980-2555 / sepamujer.org

SEPA Mujer, Inc. does not discriminate based on race, color, religion, sex, national origin, disability, or sexual orientation.

This job description will be reviewed periodically as duties and responsibilities change with business necessities. Essential and marginal job functions are subject to modification. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.