



Human Trafficking Specialist

My Sister's House began in 2000 as a public campaign to establish the organization as Sacramento's (in fact the Central Valley's) first agency to address domestic violence in the Asian and Pacific Islander community. Our mission is to serve Asian and Pacific Islander and other underserved women and children impacted by domestic violence, sexual assault and human trafficking by providing a culturally appropriate and responsive safe haven, job training and community services.

The Human Trafficking Specialist is hired by My Sister's House Executive Director and is directly accountable to the Executive Director. The Human Trafficking Specialist is responsible for assisting the Executive Director in addressing human trafficking by:

- Supervising all human trafficking and outreach events.
- Scheduling, organizing and conducting meetings and training sessions.
- Assisting with human trafficking victim identification needs assessments and referrals.
- Coordinating master schedule for volunteers to attend trafficking related community events
- Coordinating and preparing trafficking presentations.
- Arranging for at least 12 print, t.v. or radio interviews to be conducted annually.
- Arranging for at least 15 outreach tables will be coordinated particularly at highly attended community events, such as the Pacific Rim Fest.
- Planning and implementing an annual human trafficking conference for 200+ attendees.
- Representing My Sister's House as needed regarding trafficking issues.
- Assisting in the preparation of grant project reports.
- Implementing other grant related deliverables.
- Handling other duties as assigned.

Qualifications:

- Demonstrated experience required (either paid or volunteer) working in domestic violence or violence against women field.
- Commitment to My Sister's House's mission and values.
- Experience working with diverse constituencies (particularly with communities of color).
- Excellent organizational skills, including the ability to design and maintain effective systems.
- Strong communication skills including writing and public speaking abilities required. Conflict resolution skills are highly desirable. Bilingual skills helpful.
- Ability to manage multiple tasks and projects simultaneously and efficiently with minimal supervision.
- Ability to use email and MS Office 2007 programs.
- Valid driver's license and ability to use personal vehicle for work; proof of car insurance.
- Ability to work as part of a team.

Position: Full time (grant funded) – note work schedule varies

Salary: \$35,000-\$40,000

Deadline to apply: **Open until filled**

To Apply: Send resume and cover letter to:
My Sister's House, Attn : Executive Director
3053 Freeport Blvd #120,
Sacramento, CA 95818