



## Human Trafficking & Outreach 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 & Outreach Specialist is hired by My Sister's House Executive Director and is directly accountable to the Executive Director and Deputy Director. The Human Trafficking and Outreach Specialist is responsible for assisting the Executive Director in addressing human trafficking, domestic violence, and sexual assault 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 and other My Sister's House presentations.
- Arranging for at least 12 print, t.v. or radio interviews to be conducted annually.
- Arranging for at least 15 outreach tables to be coordinated particularly at highly attended community events, such as the Pacific Rim Fest.
- Planning and implementing an annual human trafficking or other training conferences for 200+ attendees.
- Representing My Sister's House as needed regarding human trafficking, domestic violence, and sexual assault issues.
- Preparing 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, human trafficking, 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 programs.
- Ability to work as part of a team.
- Valid driver's license and ability to use personal vehicle for work; proof of car insurance.
- Ability to lift and/or move up to 25 pounds.

**Position:** Full time (grant funded) – note work schedule varies, Non-exempt, at-will

**Pay Rate:** \$16.82 - \$18.75 per hour

**Deadline to apply:** **Open until filled**

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