

Community Engagement & Education Coordinator

Organization

The mission of Restore Corps is to eradicate human trafficking by empowering survivors, equipping communities & changing systems of injustice. We are a Christian, faith-based organization with a focus on professional excellence.

Position

Reporting to the Executive Director, the Community Engagement & Education Coordinator will be responsible for the growth & cultivation of strategic partnerships & stakeholders in the community, especially pertaining to education & prevention trainings. The Community Engagement & Education Coordinator will facilitate educational seminars, participate on panels, & provide internal & external trainings on Restore Corps Human Trafficking Curriculum presentations. She/he will initially develop deep knowledge of field, core programs, operations, & business plans.

Responsibilities

Education & Training Curriculum:

- Coordinate & facilitate community-based trainings on human trafficking, engaging with diverse audiences & clearly communicating presentation objectives
- Create engaging reports, presentations, & informational materials catering to specific audience engagement, including youth, faith-based organizations, health-care providers, law enforcement, service providers, board members, volunteers, staff and more
- Maintain concise data organization, tracking quality of trainings, pre & post assessments, & coordinating all details & scheduling for speaking requests
- Coordinate all speaking requests allocated to the Executive Director & prepare presentation materials & coordinate event details, as needed
- Facilitate trauma-informed trainings for all volunteers by working with the Volunteer Coordinator, & initiate the Train the Trainer Restore Corps program
- Maintain current & in-depth knowledge of human trafficking trends, including national & local events, as well as past & present TN law & legislative efforts
- Ensure all-training content is consistent with TASA (Tennessee Anti-Slavery Alliance) standardized terminology, is holistically communicated, & includes honoring language & content concerning all survivors of commercial exploitation

Community Engagement & Events:

- Lead & coordinate monthly prostitution diversion course, communicating with all community collaborators, & engaging with district attorney's office & local law enforcement to bolster visibility & effectiveness of the course
- Respond to all requests from community partners for ministry fairs & community engagement events, hosting interest tables, recruiting volunteers, & engaging with potential & existing community partners
- Create & facilitate a community-wide engagement & awareness event campaign bolstering organization & local human trafficking visibility during Human Trafficking Awareness Month
- Work with the Executive Director & Director of Survivor Services to create a community engagement & collaboration plan with local anti-trafficking organizations, including innovating a TASA seal of approval program

Administration & Executive Support:

- Assist in coordination & organization of all-team staff meetings, conference calls, preparation for board meetings, & community stakeholder meetings;
- Organize & track community engagement & event calendars, & coordinate scheduling for Executive Director & Director of Survivor Services community meeting & speaking schedules
- Participate in at least one national conference, & travel in state occasionally for anti-trafficking speaking engagements & legislative events
- Assist with any special projects as directed by the Executive Director
- Attend all-team staff meetings & maintain up-to-date knowledge of Restore Corps' client base & synthesize residential & non-residential program updates to include in marketing visibility & effective training strategies

Requirements

- Bachelor's Degree in Communications, Education, Social Work or other related field
- Minimum of 2 years experience in community engagement or prevention education
- Excellent communication skills
- Strong interpersonal relationship abilities
- Must also be able to work independently as well as in group settings
- Excellent, proven managerial & organizational skills
- Demonstrated ability to understand & articulate best practices around services for at-risk individuals & families
- Demonstrated ability to work with underserved populations & to educate community stakeholders on systemic injustice
- Strong computer skills, including word processing, spreadsheets, & Google Suite
- Experience with Adobe Suite, a plus
- People-oriented with demonstrated ability to build rapport & gain trust with diverse populations
- Ability & willingness to work irregular hours when training needs dictate.



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- Fast learner, quick mind, capacity for hard work.
- Valid driver's license, state-required driver's insurance & access to reliable personal transportation; ability to travel throughout West Tennessee
- Sense of humor

Initial & subsequent random drug screening is required as per agency policy. A background check is required.

Additional Requirements

The ideal applicant must be willing & able to embrace & exemplify our Corps Values & Statement of Faith .

Hours and Pay

This is currently a part-time position, with the potential to increase to full-time. Applicant must possess an ability and willingness to work evenings & weekend hours, as training requests dictate.

Contact Information and Procedure: No phone calls accepted for this position. Posting will close February 29, 2020 or when the position is filled.

Part-time pay range is \$15-20/hour, commensurate with experience & training. Will include mileage reimbursement for travel outside Shelby County. Full-time salary range is \$39K - 43K. Full-time package will also include: paid time off, offer for health insurance coverage, & 401K match after 1 year.

No phone calls accepted for this position. Please submit a cover letter & resume to careers@restorecorps.org.

Applications will be accepted on a rolling basis until this position has been filled.