

Position: Human Trafficking Strategy Coordinator – Part-Time (One Year Contract)
Reporting to: Manager of Community Services
Posting Date: March 20, 2018
Start Date: April 23, 2018
End Date: March 31, 2019
Hours of Work: 18 hours per week
Salary Range: \$22.28 to \$23.90 per hour

Position Summary:

It is the responsibility of the person assigned to the job of Human Trafficking Strategy Coordinator to support the Human Trafficking Committee. This includes, but is not limited to strengthening connections with local community partners to facilitate a strategy for prevention and intervention for the issue of human trafficking in Northumberland County.

Upon request Cornerstone will provide reasonable accommodation for disabilities to support participation of candidates in all aspects of the recruitment process.

Qualifications:

- Solid understanding of issues related to human trafficking
- A diploma or degree in a relevant field or relevant work experience
- Marketing training or experience an asset
- Minimum of 1-3 years' experience including experience in program coordination
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Strong analytical/critical thinking and sound judgment
- Superior organizational and time management skills
- High proficiency in Microsoft Office Applications
- Excellent ability to effectively liaise with community organizations and the general public
- Relevant knowledge of local community and social service, medical and justice systems
- Ability to flex working hours to accommodate work load
- Ability to contribute to a respectful, productive work environment
- Must have use of own vehicle and \$1 000 000 liability insurance coverage
- An acceptable criminal reference check.

The Job Description for this position is available on our website at:

www.cornerstonenorthumberland.ca.

If you are interested in the above position, please submit your cover letter and resume by 4:00 p.m. on March 27, 2018 to Jane Lang at: jlang@cornerstonenorthumberland.ca.

Applicants must be able to meet security clearance. We are an equal Opportunity Employer. We thank all applicants; however, only those to be interviewed will be contacted. No follow up telephone calls or emails please.

Human Trafficking Strategy Coordinator **Job Description**

Location: 40 Swayne St.
Cobourg, Ontario
And any other location as required

Purpose of the Position

Under the direct supervision of Cornerstone's Manager of Community Services, with support from the Northumberland Human Trafficking Response Committee, the Human Trafficking Strategy Coordinator (the Coordinator) will facilitate collaboration among community stakeholders, promote and facilitate training for front line service providers and other key stakeholders, and promote prevention initiatives for vulnerable populations. In this role the Coordinator will interact with Human Trafficking Strategy Task Force members, service delivery organizations and the community at large in an efficient and professional manner. The Coordinator will demonstrate a commitment to the provision of excellent services and contribute to a respectful and productive work environment.

Summary of Duties and Responsibilities

1. Project Coordination & Implementation

- Gather existing research and best practices to help inform Northumberland's strategy
- Work alongside key stakeholders in the community to create a strategy to work toward the goal of identifying and supporting victims and preventing potential victims of human trafficking
- Promotion of interagency collaboration
- Promotion and facilitation of training
- Promotion of prevention initiatives
- Provide all clerical and administrative support required for achieving the goals of the grant
- Book meeting venues, set up, clean up and provide refreshments as required
- Advertising and promotion of events & education initiatives
- Any other duties as may be assigned

2. Administrative

- Create a mechanism for recording statistics
- Gather and report all statistics
- Provide progress reports as required

3. Other

- Work collaboratively with the Northumberland Human Trafficking Response Committee
- Maintain financial accountability and operate within the established budget
- Cornerstone Family Violence Prevention Centre, as the lead agency providing liability insurance, shall have the final approval on any undertaking

Effort To Meet These Responsibilities

- That diplomacy and tactfulness be used at all times
- That schedules/deadlines are met as needed
- That emergency/crisis situations are managed with clear and swift decisions
- Physical exertion from time to time, generally light to medium weight, unassisted
- Regular travel, therefore a working vehicle is required
- The use of office machines/equipment including a variety of computer programs
- Good time management skills to be able to perform responsibilities in a very busy, diverse and highly interruptive environment
- That all responsibilities be performed in keeping with the philosophical framework set out in the Mission Statement of Cornerstone
- All policies and procedures of Cornerstone will be adhered to

Working Conditions

The physical nature of Cornerstone Family Violence Prevention Centre provides:

- Busy, sometimes noisy environment
- Shared office space
- Shared program space
- Limited personal space
- Smoke-free work environment
- Possible safety concerns particular to the type of work of Cornerstone (i.e. Clients, abusers, busy work environment, etc.)

Skills and Knowledge Required

- Solid understanding of issues related to human trafficking
- A diploma or degree in a relevant field or relevant work experience
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