



OPERATIONS MANAGER AND SURVIVOR LEADERSHIP COORDINATOR

Application Deadline: January 12, 2022

Job Classification: Full Time, Exempt

Location: Washington, DC

POSITION SUMMARY:

The Human Trafficking Legal Center seeks an Operations Manager and Survivor Leadership Coordinator to work at our Washington, D.C. headquarters. The position is divided equally between management of day-to-day operations and coordination of the organization's Survivor Leadership Program. The Operations Manager and Survivor Leadership Coordinator also serves on the organization's Leadership Team.

Operations Management:

- Manage and perform day-to-day office operations, including routine month-end bookkeeping in coordination with outside accountant.
- Manage employee health insurance and benefits plans.
- Manage payroll data input and timesheets.
- Manage organizational insurance policies and tax registration.
- Provide support at organizational events.
- Maintain organized electronic and physical filing system.
- Implement document retention policy.
- Coordinate meetings of the Board of Directors, develop Board materials, and record minutes.
- Manage annual audit process.
- Manage state registration process in collaboration with outside vendor.
- Monitor internal controls to ensure proper accounting records.
- Assist attorneys with legal filings for trafficking survivor clients.
- Manage human resources, including onboarding of new staff and fellows.

Survivor Leadership Program Coordination:

- Build a supportive community of survivor leaders.
- Manage the organization's Survivor Leadership Listserv.
- Develop Survivor Leadership programming and training based upon community requests.
- Conduct advocacy in the anti-trafficking movement.
- Publish articles and op eds to bring survivor perspective into the anti-trafficking movement.
- Provide communications support, including drafting newsletters, posting to social media, updating the website, and managing contacts lists.
- Participate as a leader in the D.C. Human Trafficking Task Force.
- Support other survivors in their development as leaders in the movement.



QUALIFICATIONS:

The ideal candidate will possess:

- 3-5 years of experience including at least 2 years of office management, employee benefits experience, and/or accounting management.
- Familiarity with Mac and Google Office Suite.
- Excellent communication, writing, problem-solving, and organizational skills.
- Excellent event planning skills.
- Familiarity with Excel, mail merge, and social media platforms.
- Language skills, with fluency in a second language preferred.
- Excellent attention to detail.
- Willingness to participate actively on teams.
- Willingness to lead outreach, advocacy, and community-building efforts.
- Flexibility, sense of humor, compassion, empathy, and professionalism.

LOCATION:

Washington, D.C. The organization is currently working remotely, but we anticipate returning to the office in March 2022.

ANNUAL SALARY AND BENEFITS:

\$55,000-\$60,000 per year, commensurate with experience

Benefits include three weeks of annual vacation (with an additional week of paid vacation between Christmas and New Year's Day), employer-paid health insurance, dental insurance, and vision insurance. Employees also participate in a SIMPLE IRA retirement plan with an annual 2% employer contribution.

TO APPLY:

Please email a cover letter, resume, and a list of two references to: applications@htlegalcenter.org by January 12, 2022. Applications will be reviewed on a rolling basis until a candidate is selected. The anticipated start date is no later than February 1, 2022.

The Human Trafficking Legal Center is an equal opportunity employer and does not discriminate on the basis of race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, marital status, immigration status, or veteran's status, or any other characteristic protected by local, state or federal laws, rules or regulations. The organization prefers candidates with lived experience.

COVID 19 VACCINE REQUIREMENT:

All employees are required to be vaccinated for COVID 19.