



## Program Associate

**Position:** Program Associate

**Organization:** The Human Trafficking Legal Center

**Location:** Washington, D.C. This position is hybrid and will require working in the organization's Washington, D.C. office at least 2 days each week and as needed to perform job duties. Candidates must live within commuting distance of the DC office.

**Employment Type:** Full-time

**Salary:** \$50,000

**Application Deadline:** Applications considered on a rolling basis.

**Anticipated Start Date:** Immediately

### **Position Description:**

The Human Trafficking Legal Center is seeking a Program Associate to support three of the organization's programs: the Trade and Forced Labor Program, the Survivor Leadership Program, and the Operations Department. This role is ideal for a highly organized, detail-oriented professional who thrives in a collaborative environment, enjoys managing multiple workstreams, and is committed to advancing human rights and survivor-centered initiatives.

### **The Mission:**

We are a bridge to justice for trafficking survivors. The Human Trafficking Legal Center connects trafficking survivors with pro bono representation so they can seek justice and thrive. We demand accountability from traffickers, from governments, and from corporations.

### **Responsibilities:**

- Coordinate meetings, schedules, and logistics across three programs, including coalition meetings, Harriet Tubman Fellowship activities, and events.
- Prepare agendas, take detailed notes, track action items for internal and external meetings.
- Maintain organized digital filing systems, shared drives, contact lists, and program documentation.
- Support planning and execution of events, convenings, webinars, trainings, board meetings, and staff retreats.
- Provide administrative support for recruitment, hiring, onboarding, and offboarding of employees, interns, and fellows.
- Assist with budget tracking, expense monitoring, and monthly accounting tasks.
- Process incoming mail, donations, checks, bills, and organizational regulatory documents.

- Manage listservs, coalition communications, and program updates.
- Support grant reporting, program evaluations, fundraising materials, and documentation of program outcomes and achievements.

**Qualifications:**

- Excellent organizational skills.
- Excellent time management skills.
- Attention to detail.
- Ability to work well independently.
- Strong interpersonal skills.
- A sense of humor.
- Excellent writing, research, and analytical skills.
- Demonstrated proficiency with Google Suite and Microsoft Office.
- Bachelor's Degree or equivalent.

This is a full-time, salaried position. Regular hours are 9:00 to 5:00 Monday through Friday. Benefits include three weeks of paid vacation each year, one floating holiday per calendar year, your birthday as a holiday, and five days of sick leave per year. We offer up to twelve weeks of parental leave through the DC Paid Family Leave Program. We observe all federal holidays as paid days off, including the Friday after Thanksgiving. The Human Trafficking Legal Center office is closed for a mental health week one week in August each year. The office is also closed between Christmas and New Year; these weeks are considered paid time off.

The Human Trafficking Legal Center makes an annual contribution equal to 2% of each employee's annual earnings to an Ascensus Trust SIMPLE IRA. Employees may also make voluntary contributions to this account each month from pre-tax earnings.

The Human Trafficking Legal Center provides 100%-employer-paid medical, dental, and vision care insurance for employees. Employees have the option to pay for coverage of dependents through salary deductions.

The Human Trafficking Legal Center is an equal opportunity employer and does not discriminate based on race, ethnicity, national origin, gender, gender identity, sexual orientation, marital status, pregnancy, citizenship, age, religion, disability status, genetic information, military status, or any other classification as provided by law. Candidates with lived experience are encouraged to apply.

**This position is hybrid and will require working in the organization's Washington, D.C. office at least 2 days each week and additional days as needed to perform job duties. Candidates must also live within commuting distance to the Washington, D.C. office in order to provide direct, in-person support to three programs.**

Please email a cover letter, resume, and a list of three references to [applications@htlegalcenter.org](mailto:applications@htlegalcenter.org). Applications will be reviewed on a rolling basis until a candidate is selected.