

VERMONT HUMAN TRAFFICKING TASK FORCE COORDINATOR

BASIC FUNCTION

To perform a wide range of administrative and operational functions for the Vermont Human Trafficking Task Force (VHTTF)

To serve as the administrative and operational coordinator of the WHTTF, guiding the development and updating of Task Force protocols, formalizing and guiding processes for revising any Memoranda of Understanding and conducting outreach to task force membership

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Serve as Coordinator of the Vermont Human Trafficking Task Force:
- Gathers statewide law enforcement and victim services data and leads task force members in data analysis to identify trends and/or gaps in victim identification, investigations, victim services and prosecutions.
- Develops process for sharing data and prepares bi-annual reports.
- Serves as a primary point of contact for the FY19 Enhanced Collaborative Model Task Force grant, responsible for administrative tasks and reporting required by the federal Office for Victims of Crime and the Bureau of Justice Assistance.
- Collects, shares, and reports performance measurement data required by the grant. Drafts joint narrative for semi-annual progress reports to be submitted to federal funders and ensures timely submission of all reporting elements, including data analysis.
- Coordinates activities performed under the FY19 Enhanced Collaborative Model Task Force grant by task force members, law enforcement, and victim service providers to ensure timely completion of goals, objectives, and deliverables.
- Convenes regular statewide meetings of the VHTTF, takes and disseminates meeting minutes

SUPERVISION RECEIVED

General Supervision is received from the Vermont Center for Crime Victim Services Executive

Director

QUALIFICATIONS

Essential: B.A. in criminal justice, human services or other pertinent discipline plus 5 years relevant experience.

Desirable: Experience with data collection and analysis and/or federal grant reporting

Necessary or useful knowledge, skills & experience:

- Knowledge of legal and criminal justice system;
- Direct service experience with or administrative support for an organization that serves human trafficking survivors
- Solid understanding of and strong interest in victims' issues and support services, and human service delivery systems in Vermont;
- Ability to manage time effectively and simultaneously handle multiple tasks and projects;
- Strong organizational skills;
- Strong interpersonal and communication skills in order to work effectively with variety of other state and community agencies and organizations in carrying out the varied functions of the job;
- Ability to maintain confidentiality of sensitive information.