



## **Administrator/Project Coordinator Job Description** **HEAL Trafficking, Inc.**

[HEAL Trafficking, Inc.](#) is a united group of multidisciplinary professionals dedicated to ending human trafficking and supporting its survivors, from a public health perspective. HEAL's mission is to mobilize a shift in the anti-trafficking paradigm toward approaches rooted in public health principles and trauma-informed care by:

- Expanding the evidence base;
- Enhancing collaboration among multidisciplinary stakeholders;
- Educating the broader anti-trafficking, public health, and medical communities; and
- Advocating for policies and funding streams that enhance the public health response to trafficking and support survivors.

HEAL Trafficking is looking for a motivated, organized, and dedicated individual to lead the organization's administrative, operational and other project-based activities. This person will play a key role in overseeing the day-to-day functioning of the organization and will report directly to HEAL's Executive Director. The Administrator/Project Coordinator will also have the opportunity to work closely with HEAL's Board of Directors and other members of the HEAL Trafficking network.

Administrator/Project Coordinator responsibilities include:

- Communication
  - Maintain regular communication with HEAL's Executive Director, the President of the Board, and HEAL's Committee Chairs
  - Manage HEAL's Gmail account, responding to emails when appropriate and forwarding emails to the appropriate HEAL contacts
  - Manage HEAL's shared calendar, adding events/meetings regularly
  - Manage HEAL's Constant Contact account and communication, which may include newsletters, contact lists, etc.
  - Manage HEAL's PR Newswire account and communication; assist with the coordination of press releases
  - Update the HEAL Listserv as needed/requested
  - Correspond with HEAL project partners as needed/requested
- Website
  - Oversee HEAL Trafficking's website, updating the site's Content Management System (WordPress) with events, articles, publications, reports, etc.
  - Maintain communication with website developer as needed
  - Regularly review data/information submitted via website forms
- HEAL Committees
  - Assist Committee Chairs/Co-Chairs with meeting planning, organization, and documentation

- Provide other project-based support to Committee Chairs/Co-Chairs as requested
- HEAL Board and Executive Team
  - Assist the HEAL Board and Executive Team with meeting planning, organization and documentation
  - Oversee the electronic filing and organization of important documents
  - Provide other project-based support to the Board and Executive Team as requested

**Qualifications, Skills and Experience**

- Bachelor’s degree
- At least one year of relevant experience
- Computer and technological skills; well versed in Microsoft Suite and Google applications; experience with WordPress and Constant Contact is a plus
- Highly organized, detailed oriented and able to meet and manage deadlines
- Comfortable working as part of a team and independently
- Strong interpersonal, communication and writing skills
- Interest in/commitment to anti-trafficking efforts and/or the field of public health

**Additional Information**

- This is a part-time position and will require between 20-30 hours weekly
- Hourly wage dependent on qualifications
- This position does not offer benefits
- Work can be done in any geographic location, with a preference for someone who is based on the east coast
- HEAL Trafficking operates under the fiscal sponsorship of [the Bay Area Anti-Trafficking Coalition \(BAATC\)](#)