



OUTREACH COORDINATOR / VICTIM ADVOCATE JOB DESCRIPTION

The Paso del Norte Center of Hope, (PDNCOH, “Center of Hope”) is a not-for-profit, 501(c)3 human service organization in El Paso, Texas, founded in 2013, that is dedicated to serving victims of human trafficking. The Center of Hope’s mission is to protect victims of human trafficking and modern-day slavery and to lead anti-trafficking efforts within the region through outreach, education, and victim-centered services. We accomplish this through training service providers and building awareness of this heinous crime in El Paso County through a broad range of programs and services. The Center of Hope works in collaboration with Federal, State, and local law enforcement as well as many community organizations to identify victims of sex and labor trafficking, to provide client- centered, trauma-informed, direct services. The Outreach Coordinator supports these efforts by performing community-based prevention and education via training and outreach coordination to assure the community understands the issue of human trafficking in the region. The Victim Advocate supports prevention and intervention efforts by assisting Case Managers as needed.

Position Title: Outreach Coordinator

Reports to: Executive Director

Classification & Compensation: The Outreach Coordinator is classified as a regular, non-exempt, hourly, employee. Paid on a bi-monthly basis (5th and 20th of each month) per Center policy. Eligible for paid holidays, Paid Time Off (PTO), and health insurance benefits if working more than 30 hours on a full-time basis.

Job Duties and Responsibilities:

The Outreach Coordinator / Victim Advocate assists the Executive Director in the provision of all education, training, outreach, and prevention efforts.

- Conducts presentations on human trafficking and cyber safety to youth and adults in the community, adjusting content for different audiences.
- Supports community education and outreach efforts, including tabling events and training facilitation for school staff, parents, and youth.
- Updates training materials to ensure they are current and relevant and identifies best practices for delivering information on trafficking to various audiences.
- Recruits, places, and manages volunteers, keeping track of their hours and responsibilities, and documenting donations made by the community. Ensures volunteers do not have direct interactions with clients.
- Serves as a liaison to school district counselors and at-risk counselors, and partners with schools to provide prevention programming based on identified needs, such as social emotional learning classes, STEM clubs, summer camps, and parental engagement events.
- Develops evidence-based curriculum for prevention programming.

- Assists Case managers with their clients including transporting clients to and from locations, grocery shopping and other tasks as assigned.
- Assists in ensuring Case Managers are taking care of themselves and avoiding burn out.
- Participates in continuing education programs as required by the Center's personnel policies.
- Maintains required program records and communicates with the Executive Director to document program activities for grant reporting and annual reporting.
- Performs other assignments as determined by the Executive Director, which may include supporting other PDNCOH staff, activities, or clients.

Minimum Qualifications:

- Must be 18 years of age or older.
- A high school diploma or equivalent (some college preferred)
- Ability to read, write, and speak both English and Spanish is required.
- Valid driver's license, car insurance and available daily transportation
- Ability to meet background check requirements required by project funders.
- Experience working with human trafficking a plus.
- Good time management, organizational, and interpersonal skills, and ability to communicate effectively with both professionals, para-professionals, youth, and families.
- knowledge of all Microsoft Office products (Excel, Word, PP, etc.)

Other Job-Related Items:

The Paso del Norte Center of Hope is an Equal Opportunity Employer.

All Center of Hope employees must consent to a formal criminal background check and child abuse registry verification prior to commencing employment.

This job description should not be construed to imply that the above requirements are the only duties and responsibilities for this position. All Center staff may be required to carry out additional duties, acquire related job skills, and/or perform other related work as the Center's needs dictate.

Personal & Professional Conduct:

The first responsibility of all Center of Hope employees is to ensure the safety, welfare, and dignity of the individuals in the Center's care, and to serve as positive role models for them. More specifically, as it relates to the Center of Hope, victims of human trafficking through both residential and non-residential services. Each staff member must exemplify the highest standards of personal, professional, and ethical conduct, and abide by the Code of Conduct set forth in the Center's Personnel Policies.

Employee Signature: _____

Receipt Date: _____

Executive Director Signature: _____

Date: _____