



Coalition Manager

Position Overview...

The position is responsible for leading the Coalition Against Trafficking and Exploitation (CATE) in planning, implementing, and evaluating associated activities. This position is part of Healing Action's Community Education Department and reports directly to the Executive Director.

Agency Overview...

Healing Action is a St. Louis based non-profit organization that provides services to adults who have experienced commercial sexual exploitation including, but not limited to, sex trafficking, prostitution, stripping, escorting, pornography, and survival sex. In 2018, Healing Action took over operation and financial responsibilities of the Coalition Against Trafficking and Exploitation (CATE).

CATE Overview...

CATE is a collaborative effort of agencies and individuals building on a community movement to prevent and respond to human trafficking and exploitation through advocacy, public policy, education, and direct outreach strategies.

Collectively, these core activities work towards our Vision to ensure evidence-based service delivery to survivors and standardized education and awareness to the Missouri region. The CATE coalition believes in a Community that is Educated, Aware, and Supportive.

What You'll Do...

- Work with Healing Action Leadership;
 - In identifying and writing funding proposals to build sustainable revenue for CATE
 - In planning, implementing, and evaluating strategies that lead to long-term involvement of community institutions, organizations, and individuals
 - In the development and implementation of data collection methods, tools, and evaluation measures for CATE activities and associated projects in conjunction with CATE members
 - In planning, implementing, and evaluating activities associated with CATE
 - In the collection of field-related statistics, the documentation of findings and progress of activities
 - In the development of culturally appropriate curricula, training, and reference materials related to human trafficking and commercial sexual exploitation
 - To develop CATE materials and publications
- Manage and oversee expenditures of coalition budget
- Supervise, mentor, and direct the work activities of students and assigned temporary staff
- Represent CATE through professional associations locally, statewide, and nationally
- Collaborate and work closely with government administrators, legislators, hospitals, academic institutions, community-based organizations, etc. to promote CATE's missions and goals
- Coordinate and facilitate CATE meetings and communicate effectively with members to promote collaboration, negotiation, and problem solving
- Plan and coordinate quarterly educational and training workshops for CATE members, including two full day workshops annually
- Plan, coordinate, and conduct educational and training activities for community members
- Continually maintain and develop content for the coalition website
- Assist in the development of legislative action by developing position statements, reviewing and recommending endorsements of policies, and advocating for policies/legislation at state/federal levels

This could be a good match if you...

- Openly embrace working with all people, regardless of age, gender, race, religious background, immigration status, sexual orientation, gender identity and expression, ability, and health status
- Can pass a background, driving record, and Family Care registry check
- Have a valid driver's license, proof of automobile insurance, and reliable transportation at time of hire and ability to maintain throughout employment
- Have a degree in Social Work, Public Health, or related degree. Bachelor's degree accepted, Master's degree preferred
- Can demonstrate work experience in human trafficking, domestic violence, and/or sexual assault victim advocacy
- Can demonstrate work experience with advocacy, coalition management, and/or public health advocacy
- Can demonstrate knowledge and understanding of trauma-informed theories, principles, and best practices
- Can demonstrate knowledge and understanding of theories, principles, and best practices in coalition building
- Work from a rights-based, harm reduction, and social justice framework
- Have strong interpersonal, written, and oral communication skills
- Are comfortable with public speaking
- Are detail-oriented and highly organized
- Can manage multiple tasks and priorities, set and meet goals and deadlines
- Have a flexible, creative, and proactive working style
- Can demonstrate a consistent ability to perform work activities requiring cooperation, instruction, persuasion and speaking with others
- Can demonstrate the ability to model appropriate relational boundaries and use team as support

Beneficial Skills to have...

- Public speaking, group facilitation, public relations or marketing, coalition building, event planning, policy advocacy, Project/program management, research/data collection, clinical or managerial supervision, grant writing

Overall Expectations...

- Represent the values of Healing Action and CATE on the phone, in print, and in person in a professional manner.
- Establish and maintain strong, solid communication with the Executive Director, employees, and external partnerships.
- Maintain confidentiality of sensitive agency information and membership organizational information.

Position Details...

- Salary Range
 - \$40,000 - \$50,000 annual Salary determined based on level of education, experience, knowledge, skills, and professional attributes. Generous benefit and time-off package to be discussed during interview process.
 - Additional monthly reimbursement for mileage and expenses
- Status
 - Full-Time, Exempt, Salary
- Supervises
 - Students, Volunteers, AmeriCorps VISTA's
- Travel
 - Local, statewide, and national travel.
 - Ability to travel using a personal vehicle safely and frequently.
- Schedule
 - Flexible work schedule that can and will include evenings and weekends

Next Steps...

If you are qualified and interested, send a PDF of your cover letter and resume to katie.rhoades@healingaction.org. Please include CATE Manager in the subject line of your email. Only qualified applicants will be contacted for an interview.