



**POSITION ANNOUNCEMENT – PLEASE POST
PROGRAM COORDINATOR
COMMERCIALY SEXUALLY EXPLOITED CHILDREN (CSEC)
(Part-time: 20 hours per week)**

September 10, 2013

Position Summary:

The Program Coordinator for Commercially Sexually Exploited Children (CSEC) is responsible for working collaboratively with relevant stakeholders to develop, implement, and coordinate effective services for child victims (ages 12-17) of human trafficking in Multnomah County. Position will require some flexibility in scheduling of hours in order to accommodate a variety of meetings and business functions. Occasional evening and weekend work may be required.

Education/Experience Requirements:

1. A bachelor's degree in social services, social work, public administration or a related field OR equivalent education, training and experience is required.
2. A minimum of two years of experience in coordinating a collaborative effort is required, with preference given for experience planning or implementing services for at-risk youth.
3. Experience planning, facilitating, and supporting meetings of diverse stakeholders working toward a common goal.
4. Knowledge of Multnomah County's provider community, historical efforts to develop collaborative service models, and public and private funding sources is preferred.
5. Training or experience related to the problem of domestic human trafficking is preferred.

Knowledge, Skills and Abilities:

- a. Value working in a multicultural/diverse environment.
- b. Ability to communicate effectively, both orally and in writing, with a broad variety of individuals, including volunteers, providers, youth, foundation program officers, politicians, county and city managers.
- c. Ability to present information orally in both a public, large-group setting and one-on-one.
- d. Ability to exercise tact, discretion and judgment in working with a variety of people.
- e. Ability to maintain appropriate professional boundaries in working with others and in handling confidential information.
- f. Ability to work successfully as part of a coordinated team.
- g. Effective time-management skills.
- h. Ability to work independently and seek out supervision as needed or required.

- i. Ability to consistently attend and be punctual for work commitments and meetings and be in a condition suitable for assuming responsibilities of position.
- j. Demonstrated understanding of computers and office equipment.
- k. Physical/manual dexterity allowing for performance of routine office functions such as filing, copying, faxing, phone use, computer use, etc.

Other Requirements:

1. Position involves occasional travel within Portland to locations accessible by public transit or bicycle. Although driving a personal vehicle is not required, if an Agency or personal vehicle is driven for work-related purposes a valid driver's license for state of residency and a driving record meeting corporate driving requirements must be maintained. In addition, if driving a personal vehicle for work-related purposes personal auto liability coverage (\$100,000/\$300,000 strongly recommended) must also be maintained. Any employee driving for work purposes, regardless of whether driving a personal or Agency vehicle, must complete the agency's driving approval process before driving for work.
2. Must pass criminal history check.

Duties and Responsibilities:

1. Develop and maintain positive working relationships with relevant providers, county and city managers, and other stakeholders in order to coordinate continued planning for services to identified population.
2. Working with the committee chair, plan and support both monthly and occasional workgroup meetings of an advisory committee comprised of diverse representation from public and private organizations, volunteers, and other interested individuals. Duties include but are not limited to:
 - Prepare and distribute meeting notices, agendas, minutes, and other materials
 - Work closely with committee chair to plan and facilitate effective monthly meetings
 - Manage committee membership and encourage participation by a broad range of entities and individuals
 - Assure follow-up to questions, tasks, assignments, and decisions
 - Coordinate, schedule, and staff ad hoc workgroups and other occasional meetings required to carry out action items identified by the advisory committee
3. Facilitate communication and service coordination among providers and stakeholders, including leading problem-solving endeavors to help providers work together effectively.
4. Research and review materials, reports, websites and other information regarding human trafficking issues and best practices, and provide relevant materials to providers.
5. Make presentations to various groups and/or individuals about the CSEC system of care.
6. Participate in fundraising, training and awareness activities related to CSEC, including assistance with grant applications as needed.
7. Prepare written reports to funding agencies, county officials, and others as required.
8. Represent the Agency and the CSEC system of care at meetings, and respond to general inquiries from a variety of interested groups and individuals.
9. Participate in regularly scheduled supervision meetings with Executive Director and attend identified Agency meetings relevant to position.
10. Model and encourage direct, professional communication among staff members and facilitate development of a positive staff support network.
11. Other duties as assigned by Executive Director.

Salary/Benefits: Beginning wage range is \$17-\$19/hour DOE. This is a half-time position eligible for pro-rated benefits, including medical, dental, life and long-term disability insurance, 401(k), EAP, and paid time off. Optional voluntary coverages are also available.

Application Procedure: Please submit cover letter and resume to Linda Murphy at lmurphy@janusyouth.org or mail to her c/o Janus Youth Programs, Inc., 707 NE Couch Street, Portland, OR 97232. Position is open until filled.

We Value Diversity – EOE

Janus Youth Programs, Inc., 707 NE Couch Street, Portland, OR 97232

www.janusyouth.org