



Enhanced Collaborative Model Task Force Coordinator/Director Guide

The **Task Force Coordinator/Director** role is central to the success of the Enhanced Collaborative Model (ECM) Task Force. This position is critical for integrating the perspectives and expertise of different disciplines and plays a vital role in establishing and maintaining seamless collaboration.

In 2018, OVC began requiring a full-time Coordinator/Director, a reflection of the importance of the role. While the specific title for this role may vary across different task forces, the core responsibilities typically remain consistent. The Coordinator/Director is tasked with providing strategic leadership, ensuring that grant deliverables are met, managing cross-agency partnerships, and overseeing the operational and administrative functions of the task force. These functions are essential for maintaining the integrity and efficiency of the task force, as well as for promoting accountability and sustainability.

This guide is designed to serve as a resource for task forces as they develop, define, and integrate the Coordinator/Director role. Whether a task force is just getting started or going through a restructure and seeking to strengthen its current leadership, the guide offers valuable insights into the various responsibilities associated with the position, provides perspectives on potential organizational and funding structures, and delivers practical advice on hiring qualified candidates. Practical tools, such as sample job descriptions and onboarding steps, are included to assist task forces in recruiting and developing their Coordinators/Directors.

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Considerations in Developing the Role

As the task force develops, defines, hires and refines the role of the Coordinator/Director, there are a few important considerations and things to keep in mind. Authority, neutrality, and long-term success are all things that impact the ability of an individual to perform the role and the overall efforts and sustainability of the task force.

Authority

Task Force Coordinators/Directors should have a level of authority to effectively carry out their duties. While the role may not have the final decision-making power for the task force as a whole, they should be empowered to influence decisions, delegate responsibilities, and facilitate collaboration among partners. This balance allows them to lead effectively without overstepping the broader task force governance.

Neutrality

Task Force Coordinators/Directors are responsible for the overall functioning and effectiveness of the task force, ensuring coordination and collaboration across all partners. The role should be defined to balance the dynamics between victim service providers and law enforcement. This neutrality is crucial for building trust and ensuring that all perspectives are fairly considered within the task force.

Long-Term Success

A significant hindrance to the long-term success of a task force is turnover. When key positions change hands, it can slow or even disrupt efforts, momentum and even collaboration. This is particularly true for the Coordinator/Director position, as that role is tasked with keeping other partners and members on track in working toward goals. Task Forces can mitigate such challenges by ensuring a clearly outlined role, offering a competitive salary and ensuring the role receives support from the employing agency, as well as the task force leadership team.



QUESTIONS TO CONSIDER

DEVELOPING THE ROLE

How will the position promote neutral and balanced management and shared decision-making between the victim service provider and law enforcement agency?

What level of authority will the Coordinator/Director have in influencing decisions?

How will task force leadership support the Coordinator/Director?

How will the role be structured to promote neutrality between all task force partners?

How will the Coordinator/Director balance power dynamics across the different partners and disciplines?

Considerations in Defining the Role – Responsibilities

The following responsibilities outlined for the Coordinator/Director position represent common tasks that many ECM task forces adopt (and may vary depending on the specific jurisdiction or task force needs). These duties generally include fostering strong relationships among partners, guiding strategic planning, managing task force operations, and ensuring the success and sustainability of the initiative.

Typical Responsibilities

- Develop, support and maintain trusting relationships between grantees, task force members, lived experience experts, and the community.
- Outline goals, objectives, and a strategic plan for the task force.
- Manage the task force’s growth and sustainability by overseeing the vetting and onboarding of new partner agencies.
- Organize, convene, and facilitate meetings and communicate other information as necessary to task force members.
- Oversee data collection, data sharing, evaluation, and reporting, including performance metrics.
- Guide the development, review, and updates of task force policies and protocols.
- Manage the development of the task force’s organizational structure, including creating and overseeing working groups and subcommittees as necessary.
- Engage with national partners.
- Stay informed about emerging evidence-based practices and relevant literature.

The Notice of Funding Opportunity Says

- Identify a full-time Task Force Coordinator/Director
- Manage the day-to-day work of task force activities
- Manage partnership growth and sustainability
- Ensure completion of both the administrative and operational activities of the multidisciplinary task force

** not intended to fill dual roles**

Considerations in Structuring the Role

Important considerations in structuring the Coordinator/Director role include funding model, administrative factors, and work conditions.

Funding

The ECM Task Force is supported by two federal grants—one for a law enforcement entity and one for a service provider entity. When it comes to funding a full-time Coordinator/Director, whose role encompasses the entire task force, rather than a single partner, task forces have multiple funding options. Each model has its own implications for how the role is supported, perceived, and integrated within the task force.

Note: Coordinators/Directors may encounter both intentional and unintentional pressures based on the funding arrangement, which can sometimes lead to perceived or actual challenges in neutrality.

For example, if the Coordinator/Director is funded by one partner, the role might be seen as more aligned with that partner or the person in the role might feel pressure from staff to prioritize the funding agency's needs.

Similarly, when a person is housed at one agency, it can become easy to align closer with individuals whom one works beside day in and day out. It can also be easy for the non-funding agency or agency who does not house the position, to be less likely to share information necessary for the role.

Issues like those above often stem not from the funding structure itself, but from how the role is designed and supported. The information and questions in this section can help a task force in designing the role, to avoid falling into an 'us & them' mentality or appearances of bias.

Common Funding Models

The most common funding models under the ECM program are:

- **Single Partner Funded:** where one of the two grant funded partners contributes the entirety of the salary/benefits.
- **Split Funded:** where both grant funded partners contribute a portion of the Coordinator/Director salary/benefits.
- **Third Party Contractor/Subaward:** where one or both of the grant funded partners give a subaward to a third party for the Coordinator/Director role.
- **Coordinator as match funding:** where one or both funded partners supports the Coordinator/Director role through match funding. Note that match funding is part of the grantee budget, so funding via match is functionally the same as other categories.
- **Non-grant funded:** In some jurisdictions, the Coordinator/Director role is taken on by an existing position, such as a county-level coordinator. Several task forces have also successfully integrated the role into a county budget, reducing reliance on grant funding.



QUESTIONS TO CONSIDER

SELECTING A FUNDING MODEL

What funding model will best support the Coordinator/Director's role, while promoting neutrality and shared ownership between partners?

How will the chosen funding structure impact the Coordinator/Director's alignment and perception of bias?

Note: While the funding models described in this guide are the most common, applicants and task forces have flexibility in how they choose to fund the position and are not limited to those listed above.

Administrative Factors

A critical and sometimes overlooked aspect of structuring the Coordinator/Director role is the administrative burden and the potential bureaucratic hurdles that can slow efforts. Addressing these challenges from the start will help streamline operations, avoid delays, and support the Coordinator/Director's overall effectiveness.



QUESTIONS TO CONSIDER ADMINISTRATIVE FACTORS

How can these complexities be managed efficiently to support the Coordinator/Director's effectiveness?

How will the hiring processes and task execution be influenced if the role is funded or overseen by a government agency?

What measures can streamline these processes to avoid delays and bureaucratic hurdles?

Work Conditions

When developing the structure of the Coordinator/Director position, work conditions are another important consideration. Factors including compensation, location, and supervision, not only impact the ability to attract and retain qualified candidates, but also shape how the Coordinator/Director engages with partners and meets task force objectives.

- **Compensation:** Determine salary and benefits to ensure market competitiveness, alignment with organizational and industry standards and to attract qualified candidates.
- **Location:** Spending time with members and partners is a crucial aspect of onboarding and ongoing performance for a Coordinator/Director. It provides valuable insights into the roles and responsibilities of each partner and fosters stronger relationships, which are essential for collaboration and

effective coordination. Some task forces use a co-location model, while others establish dedicated space for the Coordinator/Director in each partner's respective offices. In some jurisdictions, the Coordinator/Director works remotely or from home, but regularly travels to meet with partners and for task force meetings.

- **Supervision and Accountability:** The Task Force Coordinator/ Director has a unique challenge of being accountable to multiple partners, including those outside the employing agency. This makes traditional supervision difficult, as the employing agency's supervisor may not be closely involved in the task force's work. Effective task forces strike a balance between meeting the employing agency's administrative needs and maintaining accountability to all partners.

An Example from an ECM Task Force Regarding Supervision

My direct supervisor is from the agency where I am an employee. They supervise me as an employee (timecards, PTO approval, organization policy, etc.) but act more as a consultant regarding task force coordination. They act as a safe sounding-board and a resource on the culture and history of the task force. We meet bi-weekly for scheduled supervision. In this meeting, I provide updates about task force projects, and problem solve challenges related to interpersonal or day-to-day activities.

For problem solving as it relates to the structure or direction of the task force, the core team (lead service provider, lead law enforcement, Coordinator and other relevant staff) discusses decisions at bi-monthly meetings. This structure emphasizes the neutrality of the coordinator without leaving them unsupported.



QUESTIONS TO CONSIDER

ESTABLISHING WORK CONDITIONS

What supervision structure will ensure the Coordinator/Director remains focused on task force objectives and feels integrated with all partners?

How will the position be structured to spend time with each funded partner, supporting the multidisciplinary team and avoiding the appearance of favoring any agency?

What strategies will attract and retain qualified candidates, ensuring competitive compensation and long-term viability of the role?

Considerations in Hiring for the Role

Skills And Strengths To Look For

The key skills and strengths listed below for this role highlight attributes that can be beneficial, though the specific qualifications may differ across regions. These skills typically encompass leadership, relationship building, strategic planning, and effective communication, among others, to support a well-rounded and effective Coordinator/Director.

Relevant Backgrounds/Experience

A qualified Coordinator/Director can come from and bring valuable expertise from a wide range of professional backgrounds. The following examples, while not exhaustive, offer a strong foundation for the role and support effective leadership, collaboration, and community engagement.

Key Skills & Strengths	Relevant Backgrounds
<ul style="list-style-type: none"> • Experience working in multidisciplinary spaces • Objectivity and neutrality Relationship building and maintenance • Project management and programmatic leadership Research, data, and program evaluation • Budget oversight Strategic planning Conflict management and boundary setting • Grant writing and management Meeting facilitation Knowledge of trauma-informed care principles Effective writing and oral communication 	<ul style="list-style-type: none"> • Public administration • Lived experience expertise • Public health • Public interest law • Social work • Children’s advocacy • Family justice • Community organizing • Human rights-based advocacy (domestic or international) • Law enforcement or public safety, with experience building community trust (e.g., community liaisons or community engagement officers) • Victim advocacy

Note: The Coordinator/Director (if funded directly or by match) is considered Key Personnel and must be approved by OJP, and such approval is contingent upon submission of appropriate information, including, but not limited to, a resume.

Considerations for Onboarding and Support of the Role

Onboarding is an important part of setting the Coordinator/Director up for success. Whether the task force is just getting started or a new person is taking on the Coordinator/Director role, it is important to give the new hire time to learn and understand the task force structure, partnerships and history, as well as the OVC ECM model. The leadership team can use the following recommendations for orienting and integrating this position into the task force.

- Support the Coordinator/Director in getting to know and building relationships with the funded partners and all the task force members.
- Share key documents to help the Coordinator/Director familiarize themselves with the program, task force efforts, and any administrative functions they might have to perform.
- Connect the Coordinator/Director with available support including Project Roadmap training and technical assistance.

Key Documents

- The ECM Notice of Funding Opportunity.
- The grant proposal your task force submitted, along with key attachments such as time-to-task plans.
- Any previously developed foundational documents, including guiding principles, the mission statement, training materials, policies, and protocols.
- The Development & Operations Roadmap.

A Note About Budgets and Award Conditions

Award conditions and budget details are critical components of a grant, directly influencing the task force's ability to succeed. These documents provide valuable guidance for Coordinators/Directors and task force leadership in planning and directing efforts. However, they may also contain sensitive information not intended for public or broad distribution, and ECM task forces differ in how much of this information they choose to share across partners and with the Coordinator/Director.

Understanding the award conditions for both ECM awards, helps Coordinators/Directors ensure all key requirements are met.

Understanding budget information for some costs, such as Travel, Equipment, Supplies, and Subawards, for both ECM awards, helps Coordinators/Directors facilitate better-informed decision-making and alignment with grant objectives.

Questions Quick Guide

Questions to assist in developing the role:

- How will the position promote neutral and balanced management and shared decision-making between the victim service provider and law enforcement agency?
- What level of authority will the Coordinator/Director have in influencing decisions?
- How will task force leadership support the Coordinator/Director?
- How will the role be structured to promote neutrality between all task force partners?
- How will the Coordinator/Director balance power dynamics across the different partners and disciplines?

Questions to consider in selecting a funding model:

- What funding model will best support the Coordinator/Director's role, while promoting neutrality and shared ownership between partners?
- How will the chosen funding structure impact the Coordinator/Director's alignment and perception of bias?

Questions to consider in establishing work conditions:

- What supervision structure will ensure the Coordinator/Director remains focused on task force objectives and feels integrated with all partners?
- How will the position be structured to spend time with each funded partner, supporting the multidisciplinary team and avoiding the appearance of favoring any agency?
- What strategies will attract and retain qualified candidates, ensuring competitive compensation and long-term viability of the role?

Questions to consider with respect to administrative factors:

- What are the administrative challenges associated with the chosen funding model, such as contract management or coordination between entities?
- How can these complexities be managed efficiently to support the Coordinator/Director's effectiveness?
- How will the hiring processes and task execution be influenced if the role is funded or overseen by a government agency?
- What measures can streamline these processes to avoid delays and bureaucratic hurdles?

Sample Job Descriptions

The job descriptions on the following pages illustrate possible structures for and typical duties assigned to the Coordinator/Director role. Every jurisdiction is different, therefore reviewing and adapting the samples provided is advised when developing the position for your unique task force. Remember in developing the job description that positions funded by federal grant must comply with all applicable federal laws and regulations, as well as any award conditions per the notice of funding opportunity.

Sample Job Description 1

Position Title: Director

Position Reports to: Executive Board

Job Duties: The director of the Human Trafficking Task Force leads the Office for Victims of Crime (OVC) Enhanced Collaborative Model Task Force (ECM), facilitates communication and cooperation between task force partners, and ultimately ensures compliance with the objectives and program goals of the task force and the grant. In exercising this leadership, the director has the following specific job duties:

1. Coordinate and supervise the task force (60%).

- Complete the multidisciplinary task force's administrative and operational activities.
- Convene regular meetings and provide minutes.
- Guide the development and updating of task force protocols, policies, and procedures.
- Formalize memoranda of understanding.
- Manage grant goals.
- Facilitate collaboration between partners statewide.
- Manage staff and contractors affiliated with the task force, as needed.
- Provide budget recommendations to identified grant fiscal agents.
- Participate in subgrantee monitoring, led by the grant fiscal agent.
- Provide peer-to-peer support to task force partners, other ECM task forces, and other partners, by request.

2. Direct outreach and training to project partners, potential partners, and the community (10%).

- Conduct outreach to expand task force membership.
- Manage media requests.
- Provide presentations, on request and as appropriate.
- Engage and network with regional and national partners.
- Provide legislative advocacy, as appropriate.

3. Supervise and coordinate data collection and evaluation in compliance with grant mandates (15%).

- Collect, share, and report performance measurement data.
- Complete reporting for grantors and state entities.

- Oversee any action research activities.
- **Galvanize additional resources for project partners and the task force, including grant writing (10%).**
- Identify and support funding efforts for the task force and collaborative partners to advance task force goals.

4. Research and develop protocols and policies (5%).

- Identify best practices for service provision and law enforcement investigations.
- Build collaboration and mentorship with regional and national leaders.

Weekly Hours Allocated to This Position: (e.g., full-time or contracted hours)

Sample Job Description 2

Position Title: Manager, Office of Human Trafficking

Position Summary or Class Description: The manager is the department's lead coordinator for the Office of Human Trafficking. The manager will work across government agencies, the nonprofit sector, and community organizations to understand and address the needs of and ensure quality service delivery to victims and survivors of human trafficking. This position serves on the Human Trafficking Coordinating Council and will represent the county and department on local, state, and regional coordinating bodies. Responsibilities also include identifying funding opportunities and writing grant applications to support the implementation of programs and services in the county. The manager will develop and maintain successful working relationships with key staff in other county departments, nonprofit partners, and community organizations. The manager will serve as a member of the department's executive team.

The individual in this role will perform advanced professional-level human services work, which may include supervisory responsibilities, under general supervision from an administrative or technical superior. Work typically includes administrative support of a division within the department; supervision of a major phase of citizen services delivery for the department; and planning, implementing, and evaluating program policies and procedures. The role also includes negotiating and administering grants; preparing budgets; and designing instruments for use in data gathering.

Essential Duties and Responsibilities:

- Coordinate the department's anti-trafficking efforts.
- Provide technical assistance to community partners working to identify cases of human trafficking and those providing services to victims and survivors.
- Promote public awareness and recognition of human trafficking, including outreach and training for professionals and community organizations.
- Represent the county government and the department on local, regional, and state anti-trafficking coordinating bodies, including building relationships to identify needs and tailor services and support for survivors.
- Partner with other government and community organizations to identify needs, gaps in existing services, and opportunities to enhance the quality of services to victims and survivors of human trafficking.

- Work across and coordinate with the other offices within the department to align membership efforts, services, and funding for anti-trafficking efforts.
- Design and plan the annual Human Trafficking Awareness Conference.
- Plan and organize community meetings, training, and outreach events.
- Research and maintain up-to-date resources on best practices, policies, and programs related to anti-trafficking.
- Work to identify new funding opportunities and build relationships with potential funders to expand and sustain local efforts related to anti-trafficking.
- Lead the development of new grant applications, including coordinating grant writing efforts with co-applicants, such as other county departments and community partners, when appropriate.
- Participate in all department orientation and training requirements, departmentwide meetings, and office meetings, as directed.
- Other duties may be assigned.

Supervisory Responsibilities: This position may have supervisory responsibilities in the future.

Minimum Required Education or Experience: Bachelor’s degree and 3 years of related experience

Preferred Education, Knowledge, Skills, and Abilities:

- Bachelor’s degree in human services, social work, criminal justice, public policy, or a related field
- Master’s degree in a related field; a fifth-year college or university program certificate; 2 to 4 years of related experience or training; or an equivalent combination of education and experience
- Project management and planning experience
- Strong writing, communication, and presentation skills

Note: This job description outlines a position that is paid for through county funds and used as a match for the ECM task force.

Sample Job Description 3

Title: Director

Reports to: The core leadership team of the Human Trafficking Task Force

Overview: The Human Trafficking Task Force (HTTF) envisions our community as a place free of human trafficking and where survivors thrive. Our purpose is to address human trafficking through—

- the proactive identification, investigation, and prosecution of all forms of human trafficking;
- the provision of comprehensive services to all survivors of human trafficking; and
- outreach, education, and prevention activities.

We use a collaborative, multidisciplinary, trauma-informed, victim-centered, and survivor-informed approach in our efforts to prevent and respond to human trafficking in our community.

The task force director's overall role is to manage the development, growth, sustainability, and operational activities of the county's multidisciplinary human trafficking task force in alignment with the *Multidisciplinary Collaborative Model for Anti-Human Trafficking Task Forces: Development & Operations Roadmap* ("the Roadmap"). The task force director works in tandem with the task force's co-led agencies to seamlessly coordinate the operations of the HTTF among task force participants. The task force director collaborates closely with the HTTF core team to guide HTTF operations.

Duties and Responsibilities: Under the general direction of LE and the VSP, with wide latitude for independent initiative and judgment, the task force director is responsible for the overall development and operations of the HTTF, including the following duties:

Core Operations and Administrative Analysis (50%)

- Guide the development and implementation of the task force's strategic plan, including completing project and program deliverables on time and within budget.
- Develop and strengthen the task force's administrative structure and operations, including through ongoing performance measurement and analysis.

- Collaborate with relevant task force subcommittees and partners to develop plans to proactively identify, investigate, and prosecute human trafficking cases and to provide comprehensive services to survivors.
- Design, coordinate, and facilitate regular meetings and provide meeting summaries, to include core team (monthly), general membership (bimonthly), and strategic planning (annual) meetings.
- Oversee the objectives and progress of—and provide support and technical assistance to—task force subcommittees (quarterly) and working groups (*ad hoc*).
- Collaborate with task force cochairs, funded partners, general members, and other key partners on task force projects, activities, and events.
- Assist with communication and support among victim service providers, law enforcement, and other task force members.
- Strategize and manage the task force’s partnership and membership growth in collaboration with the core team.
- Orient new partners and members to task force operations and the *Roadmap*.
- Draft task force memoranda of understanding, memoranda of agreement, and subaward contracts in consultation with core team members, LE leadership, and county counsel staff (when appropriate).
- Write, revise, and copyedit various documents supporting the task force’s operations and activities, including but not limited to reports, press releases, outreach materials, presentations, talking points, reports, website content, social media posts, event publicity materials, proclamations, and consent decrees.
- Research, prepare, and revise the *Task Force Member Handbook* to align with the *Roadmap* and its stated policies, procedures, and protocols.
- Lead efforts to periodically review, refine, and improve task force policies and procedures to ensure that they align with best practices in the anti-trafficking field.
- Liaise with the county’s other anti-trafficking initiatives (i.e., Human Trafficking Coalition, Commercial Sexual Exploitation of Children Interagency Steering Committee, and Human Trafficking High-Risk Multidisciplinary Case Review Team) and regional anti-trafficking organizations to coordinate, streamline, and leverage their work to best prevent and respond to all forms of human trafficking affecting the county.
- Network and represent the task force with external partners, such as schools, businesses, local leaders, government agencies, anti-trafficking experts and professionals, law enforcement, and other relevant groups.

Training and Outreach (10%)

- Coordinate efforts to better educate the community about the prevalence, scope, and nature of human trafficking within the county and HTTF's collaborative efforts to address trafficking (e.g., reporting and services).
- Develop, provide, and facilitate outreach, awareness, and training events for the task force.
- Support outreach to victims of all forms of human trafficking to provide them with information on their rights and protections so they can make informed choices.
- Research and organize training for task force participants on best practices in services for, care for, and outreach to human trafficking survivors. Integrate these practices into task force protocols.
- Research and organize training for task force participants on best practices in proactively identifying, investigating, and prosecuting human trafficking cases. Integrate these practices into existing task force protocols.

Research and Data (10%)

- Collect and analyze information and data for the task force.
- Draft, disseminate, and present data reports analyzing human trafficking to internal and external partners.
- Make data-driven recommendations to support the appropriate allocation of resources to prevent and proactively, responsively intervene in cases of human trafficking.
- Lead and participate in task force research initiatives.
- Cooperate with the county's governmental and nongovernmental agencies in anti-trafficking efforts to streamline and systematize the collection of data on human trafficking in the county.
- Oversee the creation and maintenance of databases and accurate information about partners and agencies, including the *Task Force Member Directory*.

Grant Administration and Budget Analysis (25%)

- Prepare and submit grant applications, including project narratives, budget proposals, timelines, position descriptions for task force personnel, and other supporting documentation.
- Administer the Enhanced Collaborative Model Task Force to Combat Human Trafficking (ECM) grant. Collaborate with the designated task force lead

agency grant manager and financial representatives to meet grant management and reporting obligations.

- Analyze and manage the grant project budget, supervise expenditures, monitor the availability of funds, and process grant award modifications and extensions.
- Prepare short- and long-form county procurement contracts for governmental and nongovernmental agencies and independent contractors to provide various goods and services.
- Design and implement a grant monitoring plan, including processes to promptly complete grant objectives and deliverables.
- Analyze and report on grant and program impact.
- Prepare task force progress reports using the PMT measurement system (quarterly, semiannual, and closeout) in close collaboration with the victim services lead agency.
- Report on task force performance to the task force core team and general membership (quarterly) and the public (annually).
- Liaise with and respond to requests for information from the Office for Victims of Crime (OVC) Grant Manager.
- Remain current on grant policies and procedures, including by participating in any trainings required by funders.
- Collaborate with core team members and LE leadership to develop and implement plans to build task force sustainability, including through new proposals for institutionalizing effective strategies, generating new funding streams, and reallocating resources to implement innovative, promising new practices and initiatives.
- Work with the victim services lead and other key partners to prepare grant applications.
- Participate in technical assistance and training programming provided by federal funding agencies, including monthly ECM task force coordinator technical assistance meetings and bimonthly meetings with the ECM task force advisor.
- Provide technical assistance and support to other regional and national human trafficking task forces as requested by OVC grant managers or otherwise, as time allows.

Supervision and Personnel Analysis (5%)

- Onboard, train, and supervise the HTTF human trafficking crime and data analyst.
- Recruit, train, and supervise task force consultants, interns, and volunteers, overseeing their completion of work plans and project goals.
- Write detailed position descriptions for task force staff, interns, and volunteers.
- Review and ensure staff, intern, and volunteer compliance with workplace guidelines and regulations.
- Orient prosecutors new to the Human Trafficking Unit to task force operations and their roles and responsibilities.

Knowledge, Skills, and Abilities:

- Program and grant management skills
- Strong collaborative leadership skills
- Effective interpersonal skills (e.g., communication and relationship building)
- Self-motivation and a strong independent work ethic
- Organization
- Collaboration as a team player
- Excellent oral and written communication skills
- Facilitation
- Mediation, negotiation, and neutral conflict resolution
- Training and public speaking
- Critical thinking and analysis
- Qualitative and quantitative data collection, analysis, and reporting
- Command of crime victim rights protections at the local, state, and federal levels
- Knowledge of trauma-informed, victim-centered, and survivor-engaged best practices in responding to all forms of human trafficking

Requirements:

- Commitment to and passion for the mission of the HTTF
- Bachelor's degree required; master's degree in human trafficking-related field preferred (e.g., public health, law, social work, public policy, or human rights)
- Five or more years of experience working with victims of domestic violence, sexual assault, or human trafficking, including in a criminal justice setting

- Experience in community-based service delivery organizations or community organizing
- Five years of full-time experience in a business, community, or public agency with administrative responsibility for organizational and budgetary analysis
- Two years of full-time supervisory and program or project management experience, including interagency collaboration
- Bilingual or bicultural background

Compensation and Benefits: Compensation will be determined commensurate with experience. This is a temporary, partially grant-funded position.

Frequently Asked Questions

QUESTION	ANSWER
Can the position be a split or dual role, acting as both a Coordinator/Director <i>and</i> an advocate, analyst, or investigator?	OVC requires a full-time position dedicated to task force management.
What is a good salary range for a Coordinator/Director?	The salary for the role should reflect the need for a skilled individual with relevant experience; competitive pay may attract strong candidates and mitigate turnover.
Who should be involved in hiring?	Both the victim service providers and law enforcement partners are encouraged to be actively engaged in developing the position description and in the hiring process.
If we have questions about developing this role, job description, etc., who should we ask?	Contact Project Roadmap at projectroadmap@icf.com .
Can I copy and paste a job description from the examples in this document?	We provide sample job descriptions for task forces to view and adapt as they develop the role for their specific setups and jurisdictions.
We already have a Task Force Coordinator/Director, and this guidance is different from our current setup. What should we do?	We understand that changing position descriptions and budgets in the middle of a grant cycle can be difficult, but we encourage you to consider whether and how you want to make any changes in the future.

www.ProjectRoadmapTA.com