



Asian Women's  
Shelter

## Job Announcement

### Anti-Trafficking Program Coordinator & Community Advocate

**Location:** Confidential address in San Francisco

**Compensation:** Full Time \$24.50 - \$26.50 per hour depending on years of experience related to essential duties and responsibilities. Generous health benefits and vacation package.

#### **Summary**

Anti-Trafficking Program Coordinator/ Community Advocate is responsible for the overall management of AWS Anti-Trafficking Program, including direct service provision and prevention/education activities.

#### **Organization Description**

Founded in 1988, Asian Women's Shelter (AWS) is a dynamic non-profit organization dedicated to ending domestic violence and promoting the social, economic and political self-determination of women and all survivors of violence and oppression. AWS is recognized as a local, regional, and national leader in its field, known for its commitment to shared leadership, building effective collaborations, and movement-based services and cultural change work. *Learn more about the Asian Women's Shelter at [www.sfaws.org](http://www.sfaws.org).*

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

#### **Anti-Trafficking Program:**

1. Coordinate and develop Anti-Trafficking Program.
2. Provide survivor-centered case management for survivors of human trafficking (intake, case management, accompaniment, working with interpreters/language advocates, etc.).
3. Work with other AWS advocates to ensure solid wrap-around support services for human trafficking survivors.
4. Train staff and volunteers as needed to increase service capacity of the program.
5. Provide appropriate referrals and advocacy for survivors.
6. Collaborate and network with other service providers locally and nationally (and internationally when necessary).
7. Develop and disseminate Anti Trafficking prevention and education materials.
8. Facilitate community education and training on anti-trafficking work.
9. Document program activities and impact.

#### **General Shelter Support & Program Development:**

10. Participate in and contribute to staff retreats, meetings, trainings, and organizational development.
11. Take a regular shift in staff rotation of crisis line and emergency on-call coverage.
12. Provide a welcoming and supportive environment for shelter residents and participate in shelter activities.
13. Share office duties and general maintenance of office and shelter space
14. Demonstrate regular, predictable attendance.
15. Contribute to a positive and effective teamwork environment.

## **Qualifications**

1. Education and/or Experience: Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training in direct services/case management, program development and community outreach; or equivalent combination of education and experience in Social Work, Education, Psychology, or related field.
2. Strong knowledge and awareness of issues of domestic/relationship violence and understanding of community engagement, education, and outreach.
3. Sufficient knowledge and awareness of issues related to human trafficking, including both labor and sex trafficking.
4. Experience in working with and/or supporting survivors of violence.
5. Experience building collaborations with other service providers.
6. Experience in project coordination, establishing priorities, time management, and communication across the organization and community.
7. Computer Skills: Knowledge of Apple Mac OS systems, Microsoft Office Suite, Google Suite of products, and database programs; Knowledge of basic office equipment should include internet and email, copy and fax machines, and telephone; Knowledge and/or adept learning of communications and social media technologies preferred.
8. A current CA driver's license and proof of auto insurance are required with a clean driving record sufficient to insurance companies' standards.
9. Completed Domestic Violence Counselor Training preferred.
10. Ability to negotiate healthy boundaries with clients.
11. Demonstrated ability to work well with diverse communities (class, education, immigration status, sexual orientation, disability, age, gender identity, race, ethnicity, language, religion etc.).
12. Ability to work as a member of a team and effectively contribute to shared organizational and program goals. Key skills are a cooperative work style and the capacity to appreciate coworkers and build good working relationships.
13. Availability to work occasional evening and weekend hours.
14. Bilingual/bicultural preferred.

## **Special ADA Requirements**

- Asian Women's Shelter is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.
- For the purposes of ADA, the "Responsibilities" and "Qualifications" are essential job functions for this position.
- The work environment includes settings of an office environment, shelter home, and community places. The noise level in these settings is noisy.
- Both standing and sitting are required, with at least one or more hours each day of the job time spent sitting and using a computer keyboard.
- Valid California driver's license to drive personal or AWS auto to provide services and to travel to other sites for meetings, conferences, etc. is preferred.

**To Apply:** If you meet the qualifications described herein, please email to [jobs@sfaws.org](mailto:jobs@sfaws.org) your resume and cover letter, and complete the application using the link provided below.  
<https://forms.gle/RsaLS1sZKafDPiKP8>

*Asian Women's Shelter is an equal opportunity employer.*