

## **People Against Trafficking Humans Coalition of KY (PATH)**

### **Title Program Coordinator**

#### **Description**

PATH is seeking an experienced and well-qualified candidate for the position of Program Coordinator to begin Sept 1<sup>st</sup>, 2016. PATH is a faith based organization that provides awareness of human trafficking and support to survivors of human trafficking. The vision of PATH is to reduce the number of victims that are trapped in this modern day slavery. This position will report to the PATH president for a one year grant period with the potential of continuation.

#### **Benefits**

**This is a part-time, twenty hour per week contract position working from your home office. The pay is \$18 per hour and the position is for a one year period with potential for continuation.**

#### **The successful candidate will have:**

- Passion, integrity, self-direction, and compassion for victim advocacy.
- Education in social science and/or business with some understanding of victim trauma.
- Proven leadership and relationship management experience.
- Past experience working with a non-profit agency and a board of directors.
- Strong written and communication skills.
- Proficiency with Microsoft Office Word, Excel, Access, and Publisher or equivalent software.
- Ability to pass a criminal background check.

#### **The successful candidate will be responsible for:**

- Assisting PATH in collaborating, maintaining, and supporting a strong board of directors leading a mission driven strategic direction.
- Engaging with PATH membership and other community organizations.
- Managing PATH administrative responsibilities.
- Attending PATH meetings monthly.
- Creating and designing PATH materials for promotional and informational purposes.
- Reporting for grants, funding sources, and data collection.
- Attending the Center for Non-Profit Excellence (CNPE) functions as needed.
- Managing media for PATH including all internal and external communications.
- Maintaining compliance with regulations for federal and Kentucky non-profit agencies.

Please submit resume by August 15 to Theresa Hayden via email: [theresa.hayden@louisville.edu](mailto:theresa.hayden@louisville.edu)

Include answers to the following questions:

What social media do you follow?

What is your favorite color?

What does the term "human trafficking" mean to you?