



**Human Trafficking Mentorship Program Coordinator**  
Full-Time (32+ hours per week)

**Position Description:**

The Human Trafficking Mentorship Program Coordinator will lead the Survivor Mentorship Program at 31:8 Project. This position is responsible for working directly with survivors of human trafficking. The successful candidate will assist in the assessment of the survivor's needs, and provide implementation and guidance of a coordinated treatment plan. Reports to Executive Director.

**Minimum Qualifications:**

- Bachelor's degree in social work, psychology, criminal justice, human services or related field.
- Knowledge and experience in trauma, trauma-informed care, and preferably the field of human trafficking.
- Commitment to serving survivors of human trafficking and sexual exploitation.
- Ability to relate well to people in crisis.
- Excellent oral and written communication skills.
- Experience and ability to work with a multidisciplinary team.
- Exceptional organizational and project management skills.
- Ability to work independently and meet deadlines.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint and other computer software).
- Availability to work flexible hours and days.
- Team player, flexible and nonjudgmental.
- Ability to travel throughout the state of North Dakota.

**Essential Duties:**

- Complete intake and assessment procedures with new clients.
- Participates in team review of survivors' wellness plans, discusses changes with other members of 31:8 Project to ensure client needs are being met.
- Build relationships and trust with survivors and ensure safety of clients and promote confidentiality.
- Make appropriate referrals and advocate, as needed, with other agencies on behalf of survivors.
- Respond to emergencies as needed and develop a protocol for emergency situations.

- Responsible for maintaining thorough, accurate records, and complete necessary documentation in a timely manner.
- Grant management.
- Attend trainings to remain current on research and best-practices and disseminate the information to staff.
- Coordinate and train mentors for meaningful engagement with survivors.
- Assign mentors to survivors and facilitate initial contact between the survivor and mentor.
- Create and deliver presentations as needed.
- Other duties as assigned by the Board of Directors and Executive Director.