



TNOYS is a small but statewide nonprofit with an important mission. We are looking for an outstanding candidate to coordinate an initiative to build critical capacity within Texas' emergency shelters, drop-in centers, and prevention programs to serve youth who have been trafficked or who are at risk.

**Position Title:** Project Coordinator

**Location:** Austin, Texas

**Job Overview:** The purpose of this position is to coordinate TNOYS' work to build capacity of Texas providers to serve survivors of child sex trafficking. This position will support the work of the Texas Governor's Child Sex Trafficking Team to reduce the risk of child sex trafficking and to facilitate recovery for child sex trafficking survivors. The project coordinator will be responsible for coordination of outreach, training, technical assistance, and other support services to build the capacity of emergency shelters, drop-in centers, prevention programs, and other programs in Texas to serve young people who have been trafficked or who are at risk.

**Key Responsibilities:**

- Collaborate with project partners to complete an environmental scan to understand and identify the organizational capacity available to serve young people who have been trafficked or who are at risk.
- Develop and execute an outreach strategy to raise awareness among providers of the issue of child sex trafficking and engage providers in activities to build their capacity to provide appropriate services.
- Provide or coordinate individualized consultation for provider organizations interested in building their capacity to serve children and youth who have been trafficked or are at risk.
- Coordinate the provision of training and technical assistance services to build the capacity of Texas providers for this work.
- Work collaboratively with partners, including the Office of the Governor.
- Engage service providers who have experience working in this area, survivors with lived experience, and other experts collaboratively as project resources and partners.
- Manage all grant deliverables, data collection, and reporting.
- Engage providers serving young people who have been trafficked or who are at risk in TNOYS' work, including its membership program and annual conference.
- Integrate training content and other material relevant to child sex trafficking into TNOYS programs, including the TNOYS Annual Conference.
- Coordinate programming through TNOYS' Emergency Shelter Task Force.



### **Other Responsibilities:**

- Serve as a member of the TNOYS team, participating in team meetings and other TNOYS programs and activities, as appropriate.
- Represent TNOYS in a manner consistent with its values and uphold TNOYS Personnel Guidelines.

### **Qualifications:**

- Strong familiarity with the issue of child sex trafficking and strong understanding of the complexities and considerations involved for working with survivors.
- Knowledge of the youth services and/or child welfare fields, including the stakeholders involved.
- Experience working in a direct-service youth-serving organization, such as an emergency shelter or drop-in center, is preferred.
- Proven track record for successful management of complex projects with tight timelines and many moving pieces.
- Demonstrated ability to engage and work collaboratively with stakeholders.
- Experience coordinating the provision of training and technical assistance services is strongly preferred.
- Ability to work well with a team and individually. Must enjoy working in a highly creative, collaborative, fast-paced, and professional culture, emphasizing teamwork and excellence.
- Ability to multi-task and manage time appropriately to reach goals.
- Strong written and verbal communication skills.
- Ability to travel to project sites throughout Texas and elsewhere as the position requires.
- Strong computer skills, including Microsoft Office, Gmail and G Suite, video call technology, and more. We work remotely, so the qualified candidate is self-sufficient with technology and needs minimal tech support.
- 5+ years of experience in a coordinator role with relevant goals preferred.
- Master's degree in social work, public administration, or a similar field preferred.

**Position Type:** This will be full-time, exempt salaried staff position. The position will report to the TNOYS Executive Director. TNOYS staff work remotely but are expected to travel and to attend meetings and events regularly. Health insurance coverage and generous leave benefits will be provided, as well as support for phone service and internet access.



**Application Instructions:** Please submit a cover letter, resume and references to [cgendron@tnoys.org](mailto:cgendron@tnoys.org).

**Closing Date:** Applications will be reviewed on a rolling basis until the ideal candidate is identified.

*Texas Network of Youth Services is an equal opportunity and affirmative action employer.*