



Job Description – CEASE Program Director

ABOUT US

The **Arizona Anti-Trafficking Network** is a non-profit organization dedicated to fighting the multi-dimensions of human trafficking. Our programs cover a wide spectrum that address community education, public awareness, outreach, prevention, demand reduction, male engagement on the issue and the tourism and hospitality sector.

CEASE (Cities Empowered Against Sexual Exploitation) engages city governments statewide to end sexual exploitation. CEASE educates governmental employees throughout Arizona on how to identify and report human trafficking while working with elected leaders and a variety of stakeholders to craft public policy that reduces commercial sex transactions. Informed communities with effective anti-sex buying policies are safer cities in which to live, work and play.

Job Summary

The CEASE Program Director is responsible for overseeing the administration of the program, and providing training and education about the issue of human trafficking. The focus is on outreach to local governmental agencies (towns, cities, counties) to raise awareness of the issue, and how training agency employees and strengthening ordinances and codes will help create safer communities as a result. Activities and functions will ensure that goals and objectives are accomplished within established priorities, time limitations, funding limitations or other specifications. Other key duties include responsibility for the development and oversight of the program and its budget. This position also provides direct oversight of any CEASE program personnel and/or contractors.

An individual in this position must be able to satisfactorily perform the essential duties listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions described. Employees may be required to undertake duties not specifically detailed in this document, but which may be reasonably considered to be important to the satisfactory performance of the position.

Key Responsibilities

Training and Education

- Develop the CEASE educational training curriculum, collaborating with subject matter experts to ensure training is consistent with current organizational priorities, goals, and mission.
- Coordinate and collaborate with municipalities to implement human trafficking training with the goal of becoming “CEASE Designated” which requires 75% of agency employees to have received CEASE training.
- Train, support, and coach learners using a trauma-informed, intensive and strength-based approach.
- Develop, maintain and update materials to promote the CEASE program and education supplements.

Financial Management and Oversight

- Direct and administer financial plans as outlined in current grant commitments.
- Effectively manage grant funds and awards: grant compliance, data tracking, budget tracking, and grant reporting.
- Ensure accounting requests are resolved and communicated in a timely manner to internal and external parties. Prepare, submit, and reconcile purchases, and other financial transactions.
- Assist with grant research and writing to develop new funding sources.

- Manage and cultivate existing relationships with funders to secure and expand recurring revenue streams.
- Monitor quality and effectiveness of program performance and deliverables.
- Document programmatic impact for board and reports.

Outreach and Awareness Activities

- Participate in and/or initiate awareness and outreach events throughout Arizona.
- Participate in agency-wide events, training, and educational seminars.
- Cultivate relationships with community partners and allied professions with the goal of facilitating a coordinated community response to exploitation and human trafficking.
- Lend creativity and skill to enhance agency awareness and outreach.

Community Liaison

- Effectively build and cultivate relationships with key stakeholders including municipal staff, elected officials, community partners, and lived experience experts.
- Develop and implement initiatives that increase CEASE and AATN's visibility to further community engagement.
- Assist municipalities in crafting public policy that reduces commercial sex transactions.
- Assist municipalities in implementing solicitation diversion programs.
- Participate in local, regional, and national meetings as appropriate.

Administrative Duties

- Respond to public inquiries received via phone and/or email regarding CEASE.
- Maintain archival and administrative files including contact lists, contracts and any files necessary for continued operation.
- Work with the Board of Directors:
 - Serve on any board or organizational committees as requested by board members.
 - Submit regular reports on the activities related to the CEASE mission.
 - Meet with the President/CEO and Board members as requested.
- Other duties as assigned by the AATN President/CEO and Board.

MINIMUM REQUIREMENTS FOR POSITION

- Holds a valid Arizona driver's license.
- Bachelor's degree in business, Social Science, Criminal Justice, or related field.
- Four (4) years of progressively responsible administrative work experience.
- An equivalent combination of relevant education and/or experience may substitute for the minimum requirements.

PREFERRED QUALIFICATIONS

- Fingerprint Clearance Card eligible.
- Commitment to and interest in social justice and human rights; specific understanding and knowledge about human trafficking in the United States.
- Experience providing training and technical assistance and/or support to individuals, teams, agencies, and/or communities.
- Experience in governmental positions.
- Non-profit organizational experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of records management operations.
- Knowledge of statistical surveying techniques and their application.
- Knowledge of principles and practices of marketing and public relations.
- Ability to communicate effectively verbally and in writing, and to prepare professional communications and presentations.
- Knowledge of research work, business English and report writing; skilled in preparing reports.

- Proficient in Microsoft Excel, Word, Outlook and PowerPoint. Ability to use a personal computer, electronic networks and other information and communications technologies.
- Establish and maintain effective working relationships with co-workers, volunteers and outside agencies.
- Motivated by a high level of accountability; results oriented.
- Excels at operating in a fast paced, community environment.
- Committed to high professional ethical standards in a diverse workplace.
- Ability to work independently, multi-task and prioritize activities.
- Supports and embraces the mission of AATN and its projects and is willing to represent it appropriately.
- Ability to maintain confidentiality regarding AATN and Program related matters.

PHYSICAL DEMANDS

Independent body mobility to stand, walk, bend, and sit for prolonged periods of time and/or drive a vehicle. Manual dexterity to reach, and grasp; manual dexterity to hand write or use computer keyboard; vision sufficient to see and read; hear and speak to communicate with others in person and over the phone. The ability to withstand varying weather temperatures. Ability to lift up to 25 pounds.

WORK ENVIRONMENT

Duties may be performed in a “hybrid” environment, meaning remotely and/or in an office environment as work situations require. May be required to drive throughout the State of Arizona. Must be willing to work evenings/weekends as required and travel periodically.

This position currently reports to President/CEO.