

Job Description – SAFE 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.

SAFE (Safeguarding All From Exploitation) Action Project is a travel, tourism and hospitality training program designed to elevate awareness and action within local hotels, resorts, restaurants, and businesses that cater to the robust tourism industry in Arizona. It is a collaborative effort to train tourism industry professionals at all levels to identify, report, and prevent human trafficking. Traffickers often take advantage of the privacy and anonymity accessible through the hospitality industry. Through specialized training efforts, the SAFE Action Project equips the tourism industry and partnering organizations with human trafficking knowledge tailored to their specific employee and organizational demographics to train all sectors of the hospitality and tourism industry, from housekeeping to upper management.

Job Summary

The SAFE Program Director is responsible for overseeing the administration of the program, providing training, education, and participating in industry outreach and awareness events related to the hotel, travel, and tourism industry. Coordinates activities and functions to 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 SAFE program personnel and 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 educational training curriculum, collaborating with subject matter experts to ensure training is consistent with current organizational priorities, goals, and mission.
- Develop, maintain and update materials to promote the SAFE program and education supplements.
- Train, support, and coach learners in large and small audiences using a trauma-informed, intensive and strength-based approach to improve the understanding of commercial sexual exploitation.
- Coordinate and collaborate with local hotels, direct marketing organizations, travel associations and agencies, and other appropriate organizations to implement human trafficking training; challenge organizations to become “SAFE Certified,” which requires 75% of their employees to receiving training.
- Develop and maintain SAFE records and materials including indicator sheets, trainings rosters, organizational lists, certificates, grant funding and promotional materials.

Financial Management and Oversight

- Direct and administer financial plans as outlined in current grant commitments.
- Manage SAFE program budget; effectively manage grant funds and awards including 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.
- Manage and cultivate existing relationships with funders to secure and expand recurring revenue streams.
- Research and identify potential funding sources, including federal, state, local, and private grants; assist with grant research and writing to develop new funding sources.
- Monitor quality and effectiveness of program performance and deliverables.
- Document programmatic impact; submit regular reports on the activities of the SAFE mission.

Outreach and Awareness Activities

- Participate in and/or initiate human trafficking awareness and outreach events throughout Arizona for those in the hotel, travel and tourism industry.
- Participate in public awareness events to further the mission of SAFE and the Arizona Anti-Trafficking Network.
- Cultivate relationships with community partners and allied professions with the goal of facilitating a coordinated industry response to exploitation and human trafficking.
- Lend creativity and skill to enhance agency awareness and outreach.

Community Liaison

- Participate in planning and overseeing significant SAFE program and organizational events.
- Effectively build and cultivate relationships with key stakeholders in Arizona's hotel, travel and tourism industry.
- Develop and implement initiatives that increase SAFE's visibility and further industry engagement.
- Participate in local, regional, and national meetings related to human trafficking as well as the travel and tourism industry.

Administrative Duties

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

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.
- Relevant experience in the hotel and/or tourism industry.
- Experience providing training and technical assistance and/or support to individuals, teams, agencies, and/or communities; experience speaking to large and small audiences.
- 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.
- 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 customers 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 the AATN President and CEO.