



Title: Associate Director

For hire by Central Valley Justice Coalition. Our mission is to partner with the church and community to prevent human trafficking. We are seeking a master multi-tasker with excellent communication, organization, and people skills to fulfill this crucial role for our mission-driven organization.

Hours: Up to full time, specific hours will be stated in an official job offer.

Pay Rate: Salary based on experience and qualifications.

Job Description: Reporting to the executive director, the associate director will oversee all operational aspects of the Central Valley Justice Coalition, including, but not limited to finances, human resources, volunteers and donor management. He/she will respond to communications on behalf of the organization, delegate and oversee all office-related tasks and develop policies/procedures to enable our organization to continue on our trajectory of growth. Alongside the executive director, he/she will also have some level of oversight of fund development, budgeting and program management.

Skills/Qualifications: Minimum of three years related experience. B.A./B.S. degree from an accredited university. Experience supervising direct reports strongly preferred. Microsoft Office Suite, supply management, inventory control, excellent communication, delegation, staffing, managing processes, supervision, developing standards, promoting efficiency and process improvement.

Successful candidates will demonstrate ...

- A foundational understanding of human trafficking and related forms of exploitation
- Ability to communicate effectively and interact well with people of all backgrounds
- Agreement with the Coalition's values and beliefs as described on our website <https://justiceco.org/values-and-beliefs/>
- A passionate commitment to preventing human trafficking and all related forms of exploitation

Send a resume, including at least two references and a cover letter to info@justiceco.org. *Cover letter should answer: Why are you passionate about preventing human trafficking and exploitation?* Relevant documents can also be submitted through Indeed.com.