



Office of the District Attorney Alameda County

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District Attorney
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Chief Assistant District Attorney
alcoda.org

H.E.A.T. Watch Assistant Coordinator

(LEGAL SECRETARY)

(Salary \$2,266.50-2,754.75 biweekly)
(4,910.75-5,968.63 approx. monthly)

PURPOSE:

H.E.A.T. (Human Exploitation and Trafficking) Watch is a nationally recognized, award-winning program created by the Alameda County District Attorney's Office (ACDAO) to combat human trafficking on a collaborative, multi-disciplinary, and regional basis. H.E.A.T. Watch seeks to prevent and combat human trafficking in all of its forms with a five-point strategy designed to support victims and those at-risk; engage community members and raise awareness; train law enforcement and other first responders; prosecute traffickers and purchasers; and change legislative policy and identify best practices.

The ACDAO spearheaded the Bay Area H.E.A.T. Coalition (B.A.H.C.) to increase communication, cooperation, and collaboration between local, state, and federal law enforcement, service providers, systems, community members, and existing human trafficking task forces in the Bay Area. B.A.H.C. seeks to establish a coordinated response between law enforcement and victim services on a regional scale thereby enhancing local efforts to increase victim identification and recovery as well as effective investigation and prosecution of local and multi-jurisdictional trafficking cases; support and coordinate existing and emerging local service provider networks to fully function at the regional level; and create and support regional capacity to identify trafficking trends and patterns throughout the Bay Area. The H.E.A.T.

The Assistant Coordinator will work closely with partner agencies, both government and non-government, working collaboratively through a grant to improve services for, interactions with and programs designed to improve the lives of minors who have been trafficked in the commercial sex trade. The position requires an individual who has familiarity with or is ready to work in the field of combating human trafficking. The Assistant Coordinator will provide important training to educate and sensitize the individual selected for the position about the dynamics of sex trafficking and other related areas of interest.

REPORTS TO:

The Assistant Coordinator will work closely with the H.E.A.T. Watch Coordinator, with the Head of the H.E.A.T. Prosecution Unit as well as with the District Attorney. The Office currently has a grant with 18 partner organizations. The H.E.A.T. Watch Assistant Coordinator will serve as a liaison with the partners to maximize performance on the grant.

LOCATION:

This position is based in Oakland, CA with expected travel throughout the county and Bay Area.

DUTIES and RESPONSIBILITIES

1. Conduct grassroots outreach and collaboration with partners
2. Assists in preparing clear, accurate and effective reports, correspondence, policies, newsletters and other written materials.
3. Organize and prioritize work and meet critical deadlines as well as, maintains accurate records and files.
4. Exercises sound independent judgment within established policies and guidelines and is responsible for establishing and maintaining effective working relationships with those contacted in the course of the work.
5. Responsible for managing tracking of new and current clients within the database and updating relevant and current client information.
6. Responds to queries for information under the guidance of the Coordinator.
7. Analyze goals, objectives, activities, and make recommendations for programmatic corrective actions, to promote optimal operations, standardized services, and ethical compliance when working with victims of human trafficking
8. Manage all communications with the public through the website, monthly email newsletter, podcast, and social media (Twitter, Facebook, and Instagram)
9. Attend program-related community trainings/conferences, and other meetings as assigned
10. Evening and weekend meetings and events may be necessary
11. Collect and compile program data outcomes and statistics, and create infographics and reports
12. Assist in identifying and applying for grants
13. Coordinate Map1193 reporting and volunteers (<https://www.map1193.com/>)
14. Serve as liaison to other task forces, and participate as a member on ACDAO Labor Trafficking Task Force
15. Other duties as assigned

Preferred Requirements:

1. The position is an entry level position operating at a high level of engagement, responsibility, and productivity. A four-year college degree is preferable; alternatively, prior employment history plus an AA degree can substitute for a degree. Those with prior experience working in the field of combatting human trafficking and survivors of human trafficking are encouraged to apply.
2. Must possess reliable means of transportation, a valid California's Driver's License, proof of insurance

KNOWLEDGE AND SKILLS:

1. Works collaboratively to maintain positive morale while keeping finger on the pulse of the group
2. Works well independently, providing high quality within scope of discipline with attention to detail

3. Ability to comprehend and communicate clearly and effectively, both verbally and in writing
4. Exhibits excellent organizational and time management skills with the ability to multi-task various projects, events and meetings, and work successfully in a high stress work environment.
5. Comfortable taking direction, accepting feedback, thinking creatively and broadly
6. Knowledge of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and Google Suite (Google Docs, Sheets, Slides, Forms)
7. Skilled in the use of office software applications to prepare management reports and use software to develop information; able to enter data in required management reports
8. Experience with social media, podcasts, website management, graphic design, and administrative tasks