Title: Senior Policy Associate, Alliance to End Slavery and Trafficking (ATEST)
Department: Policy and Government Relations
Manager: ATEST Director
FLSA Status: Exempt
Location: Washington, D.C.

ABOUT HUMANITY UNITED:
Humanity United is a foundation committed to building peace and advancing human freedom. We lead, support, and collaborate with a broad network of efforts, ideas, and organizations that share our vision of a world free of conflict and injustice.

ABOUT ATEST:
Founded in 2007 by Humanity United, the Alliance to End Slavery and Trafficking (ATEST) is a coalition of diverse U.S.-based organizations that advocate for solutions to prevent and end all forms of human trafficking and modern slavery around the world. ATEST has united the voices of key organizations fighting trafficking and modern slavery to advance significant policy successes, such as the 2013 Reauthorization of the Trafficking Victims Protection Act. As a coalition, ATEST members seek change through U.S. federal and state policy advocacy and government relations, including legislative reforms, funding, and actions by federal and state agencies, as well as through engagement with key multilateral institutions. ATEST also engages in communication and public outreach activities that promote its advocacy objectives. To learn more, please visit http://www.endslaveryandtrafficking.org/about-atest.

POSITION SUMMARY:
The Senior Policy Associate for the Alliance to End Slavery and Trafficking (“Policy Associate”) is a key member of Humanity United’s Washington, D.C. office whose responsibilities focus on support the ATEST Director to lead and strengthen ATEST. The Senior Policy Associate will report to the ATEST Director; the Senior Policy Associate and the ATEST Director are located within the Policy and Government Relations Department.

The Senior Policy Associate will support the ATEST Director with management of the coalition and with promoting member-driven leadership on policy initiatives and priorities. The Senior Policy Associate will be responsible for managing key elements of ATEST’s advocacy agenda. The Senior Policy Associate will also collaborate closely with the ATEST Director in coordinating with all functional areas of Humanity United, including Policy, Investments, Communications, Research, Operations, and Legal, in management of ATEST and strategy development. The Senior Policy Associate may also work with the Director of the Policy and Government Relations Department on specific Humanity...
United anti-human trafficking projects that are separate from the work with ATEST. The performance of duties outlined below may require the Senior Policy Associate to travel occasionally.

**ESSENTIAL JOB FUNCTIONS:**
The Associate will be based in Washington, D.C. Responsibilities will include program and logistical support for the Alliance to End Slavery and Trafficking. Essential job functions include:

1. **Support Federal Policy Advocacy**
   - Support promotion of member-driven leadership on agreed initiatives and manage specific initiatives. Collaborate with ATEST Director and key HU staff and consultants in supporting ATEST in development and implementation of the annual ATEST workplan, including priorities for policy, advocacy, and coalition development. As part of this work, provide direct support on initiatives directed toward Congress, the Administration, and other key targets, such as developing and distributing coalition and other sign-on letters to officials;
   - Support, plan, coordinate, and promote ATEST events and activities including travel, logistics, agendas;
   - Develop a thorough understanding of persons-of-influence in the anti-human trafficking field and stay abreast of relevant news, legal developments and strategic issues;
   - Network with relevant organizations and entities, as needed, to promote awareness of the ATEST and its priorities. Cultivate relationships with stakeholders, including government representatives, allied organizations and survivors.
   - Attend conferences, meetings, and other events on behalf of Humanity United or ATEST.

2. **Research Collection and Data Analysis**
   - Track new legislation and trends;
   - Monitor and track implementation of ATEST workplan to assess and record impact;
   - Develop, review and edit outreach materials developed for ATEST’s use;
   - Research domestic and international anti-trafficking laws, policies, and issues relevant to ATEST areas of focus; and,
   - Analyze anti-trafficking legislation and policy.
   - Perform additional research on the anti-trafficking field, as requested.

3. **Communications**
   - Develop and distribute coalition letters to stakeholders, including allies/organizations, policymakers, and the Administration;
   - Plan and coordinate conference calls/webinars with anti-trafficking organizations/allies;
• Work directly with Communications staff to update the ATEST website, post Blog pieces, draft social media and develop content in support of advocacy goals;
• Distribute/promote reports and outreach materials drafted by ATEST members;
• Manage internal communications practices and systems for ATEST, including key internal communication protocols, internal website, email distribution lists, and other communication tools, in coordination with IT staff; and,
• Engage survivors to inform the development and implementation of the workplan.

4. ATEST Management and Operations
• Collaborate in the development of strategy, workplans, and programs for ATEST;
• Coordinate with the ATEST Director to manage and facilitate responsibilities for ATEST;
• Contribute to drafting agenda, scheduling, and facilitating ATEST meetings/calls and meetings with U.S. Government officials and outside groups;
• Coordinate ATEST national calls;
• Take and circulate meeting notes;
• Review and comment on materials developed by ATEST members;
• Assist ATEST Director with filing and tracking of expense reports and with budget management;
• Manage ATEST consultant contracts within grant management system;
• Monitor and evaluate ATEST outcomes;
• Support hiring and management of ATEST intern(s); and,
• As needed, work with the Director of Policy and Government Relations on other aspects of HU’s anti-trafficking agenda in coordination with other HU staff.

QUALIFICATIONS:
• Demonstrated commitment to and experience with human rights, civil rights, anti-slavery and anti-trafficking, or labor related efforts and organizations;
• BA/BS degree in a related field, JD/MA preferred but not required;
• 3-5 years work experience preferred, ideally with non-profits, government, or private foundations;
• Exceptional organizational and project management skills, with proven ability to track detail on various projects;
• Demonstrated superior ability to build relationships with colleagues and proven ability to work successfully in a team setting;
• Demonstrated ability to collaborate up, down, across, and outside an employer's organization to drive results while building credibility and long-term strategic relationships;
• Proven ability to respectfully collaborate with individuals with different personalities, philosophies, and cultural backgrounds;
• Coalition experience is a plus;
• Excellent written and verbal communication skills;
• Functioning knowledge of word processing within Microsoft Word and literacy in
Adobe Creative Cloud applications, PowerPoint, and Excel. Experience with Wordpress preferred but not required.

- Strong research and analytical skills;
- Demonstrated experience, competence, and confidence working independently and as part of a team;
- Experiences or proven skills in one or more of the following areas is desirable:
  - Policy and advocacy, especially with federal government;
  - Program planning;
  - Development or maintenance of webpages, including intranet or wiki spaces, and other online communication tools; and,
  - Facilitation of meetings or group processes.
- Ability to travel domestically and internationally. Travel is currently estimated to be quarterly trips to California, occasional other domestic travel, and possible limited international travel.

Please send resumes to hujobs@humanityunited.org.