



SAFE HOUSE  
PROJECT

## Regional Operations Coordinator Job Description

**Organization:** Safe House Project

**Location:** Remote

**Job Type:** Full-Time, Salary

**Reports to:** Senior Director of Programs

### Position Summary:

The Regional Navigator serves as the strategic lead for Safe House Project (SHP) across one of five designated regions in the U.S., building and maintaining cross-sector partnerships to strengthen a coordinated response to human trafficking. This role focuses on community outreach, task force engagement, and relationship building with law enforcement, healthcare providers, and community organizations while overseeing regional survivor support operations. The Regional Navigator supervises Regional Coordinators and ensures all efforts align with Safe House Project's mission to combat trafficking.

### Key Responsibilities:

#### 1. Strategic Regional Navigation:

- Coordinate SHP's trafficking response efforts within the assigned region, building collaborative, cross-sector partnerships to enhance the local anti-trafficking ecosystem.
- Oversee Regional Coordinators, providing guidance, mentorship, and strategic direction to ensure effective survivor support and community engagement across the region.
- Serve as the primary liaison with regional task forces, law enforcement agencies, healthcare networks, and community organizations, ensuring a unified, coordinated response to trafficking.
- Develop strategies to map resources, identify gaps in services, and work to enhance survivor access to regional programs and services.

#### 2. Cross-Sector Collaboration:

- Build and foster relationships with key stakeholders across law enforcement, legal services, healthcare, and social service agencies to strengthen regional anti-trafficking efforts.
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- Facilitate communication and coordination between various sectors, ensuring a cohesive response and improved capacity to prevent and respond to trafficking cases.
- Work with community organizations to enhance their ability to support survivors and contribute to regional trafficking prevention and intervention strategies.



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- Driving training and adoption by key stakeholders of identification and reporting protocols.
- 3. **Oversight of Survivor Support:**
  - Ensure consistent, trauma-informed support for survivors of human trafficking across the region by overseeing Regional Coordinators in their direct work with survivors.
  - Coordinate with the survivor support team to ensure that regional placements, referrals, and case management processes are effective and responsive to survivor needs.
  - Act as a regional expert on trafficking dynamics and resources, ensuring that local stakeholders are well-informed and trained on best practices for survivor care and trafficking prevention.
- 4. **Program Development and Evaluation:**
  - Lead efforts to assess and improve SHP's regional programs by analyzing data, gathering feedback, and providing recommendations to SHP leadership for ongoing program refinement.
  - Support the strategic integration of SHP's certification program with regional outreach efforts, ensuring that best practices are implemented at every level.
- 5. **Reporting, Documentation, and Tracking:**
  - Ensure accurate and timely documentation of all survivor support efforts, including placements, referrals, and case management activities.
  - Oversee the collection and tracking of regional data, ensuring it is entered consistently into SHP's data systems to monitor outcomes, identify trends, and inform decision-making.
  - Prepare detailed reports on regional activities, partnerships, and survivor outcomes for SHP leadership, funding partners, and stakeholders.
  - Ensure compliance with legal and organizational standards for confidentiality and data protection while maintaining transparent, accountable records for all regional operations.
  - Track key metrics related to survivor support and community engagement, using data to adjust strategies and improve service delivery.

**Qualifications:**

- Minimum of 7 years of experience in victim advocacy, law enforcement, military, or cross-sector collaboration.
- Strong leadership skills with proven experience managing teams and overseeing complex projects.
- Deep understanding of regional dynamics, particularly in rural and tribal communities, and ability to navigate diverse cultural environments.



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- Excellent communication and interpersonal skills, with the ability to build and maintain strong cross-sector relationships.
- Proficiency in data tracking and documentation, ensuring accurate reporting of survivor support efforts and outcomes.

### **Character Qualifications:**

Safe House Project's core values are innovation, collaboration, hope, integrity, and stewardship.

- Decisive
- Persuasive, charismatic, and high-energy.
- Values action, enthusiasm, and moves at a fast pace.
- Service-driven and relationship-focused
- Sense of ownership and stewardship
- Proactive problem solver
- Professional, positive attitude