

Abolitionist Program Assistant

ROLE INFORMATION

POSITION TYPE: Volunteer Full Time Part Time

TEAM: Abolitionist Program

SUPERVISOR: Abolitionist Coordinator

TIME COMMITMENT: Approximately 5 hours/month

IN-OFFICE/REMOTE: In-Office Remote

RESET180

Reset180 is a not-for-profit 501(c)(3) Christian organization in Northern Virginia whose mission is to **prevent** local human trafficking and commercial sexual exploitation, **disrupt** the related networks, and **restore** those who are impacted.

GENERAL ROLE DESCRIPTION

Partnership is one of Reset180's core strategies to eradicate human trafficking in Northern Virginia and restore survivors. The Abolitionist Program is our partnership program for individuals who want to make a difference in their community, but do not have time to volunteer with Reset180. The Abolitionist Program Assistant assists the Abolitionist Program Coordinator with various administrative duties for the program.

RESPONSIBILITIES

- Create social media posts and monitor Abolitionist Facebook page.
- Help plan and carry out Abolitionists-only events such as "Coffees with Kay."
- Provide support to the Abolitionist Program Coordinator, as needed, with the following:
 - Monthly reports that are generated through Salesforce.
 - Follow-up emails to potential Abolitionists regarding new enrollments, donation questions, tool kits, etc.
 - Monitor Abolitionist email account and responding to messages

QUALIFICATIONS AND REQUIREMENTS

- Minimum 21 years of age
- Must be willing to use own cell phone, computer, and transportation
- Must download and use the Reset180 communication app - Slack
- Submit and pay for an online background check: currently \$18.50 (This is because we work with victims of crime, all our volunteers must go through a criminal background check)
- Sign mandatory volunteer forms
- Adhere to Reset180 policies and procedures outlined in the Volunteer Manual