

Abolitionist Program Coordinator

ROLE INFORMATION

POSITION TYPE: Volunteer Full Time Part Time

TEAM: **Abolitionist Program**

SUPERVISOR: Melissa Ciavarella

TIME COMMITMENT: 2-3 hours per week

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 through monthly financial support, learning about human trafficking and sharing that information within their sphere of influence. The Abolitionist Program Coordinator works with the Director of Development & Partner Engagement (DDPE) through various administrative duties.

RESPONSIBILITIES

- Weekly, check for new Abolitionists and send the "Welcome" email
- Arrange to have the Abolitionist Partner package shipped and the digital Abolitionist Handbook emailed.
- Notify the Director of Development & Partner Engagement of any Abolitionists who discontinue their monthly support
- Monitor Abolitionist email account and respond to messages, alerting the DDPE of concerning emails that need to be addressed.
- Help plan and carry out Abolitionists only events such as "Dessert with the Director" and the Abolitionist Summer Campaign
- Support and give content as needed to the Abolitionist Facebook Coordinator
- Monitor Abolitionist Facebook and consider other possible social media outlets
- Work with the DDPE on any creative ideas you may have

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
- Sign mandatory volunteer forms
- Adhere to Reset180 policies and procedures outlined in the Volunteer Manual