

ALIGHT

ALLIANCE TO LEAD IMPACT IN GLOBAL HUMAN TRAFFICKING

Position: Pro Bono Network Manager
Reports to: Program Operations Director
Classification: Full-time (30 to 40 hours), hourly, non-exempt

About ALIGHT

ALIGHT (Alliance to Lead Impact in Global Human Trafficking) exists to empower human trafficking survivors - at scale. Founded as a 501(c)(3) nonprofit organization in Colorado in 2015, ALIGHT connects survivors' diverse legal needs to untapped expertise in the legal community in Colorado and beyond. ALIGHT works with social service providers and community organizations that support different vulnerable populations to help the human trafficking survivors they serve to connect to the right attorney - at the right time.

ALIGHT's leadership in pioneering and implementing an innovative model for legal services delivery for survivors (think: Lyft app for specialized pro bono services) has been nationally and internationally recognized. In 2020, the American Bar Association passed Resolution 113, which promotes the need for the innovative tech-based model that ALIGHT has established in Colorado. In 2021, the Freedom Collaborative, a platform for global anti-trafficking efforts, recognized ALIGHT's model as unique in the world. ALIGHT has been invited to present this innovative work at the 2017 United Nations Conference on the Status of Women's human trafficking event, the Princeton Center for Information Technology Policy and the Freedom Network.

We are seeking individuals who are highly talented, passionate and thrive in an entrepreneurial culture that values justice, collaboration, innovative solutions with impact and a multidisciplinary approach to the injustices of human trafficking. For more information, please visit www.alightnet.org.

About You

If you are looking to

- Use your legal knowledge and experience to positively impact the lives of the most vulnerable members of various at-risk communities
- Work with other passionate professionals to fight for the rights of human trafficking survivors to unlock a fresh start
- Develop expertise working at the intersection of law, technology and human trafficking

Then you have found the right place.

Position Description

This position is an opportunity for an attorney who is passionate about ending human trafficking to work closely with the legal community to fight for survivors' rights. The Pro Bono Network Manager focuses on growing and supporting ALIGHT's mobilized network of attorneys. This role is central to serving the most vulnerable and bridging the gap to meet their legal needs.

The Pro Bono Network Manager joins the program team as a full-time employee. Responsibilities include working remotely to conduct outreach, onboarding and follow-up with attorneys. This position works closely with the Intake Advocate. Strong work ethic, proactive attitude and comfort with working remotely required. JD preferred.

This position commences on a \$45,000 salary basis for a 30-hour workweek, with the opportunity to increase to a 40-hour workweek with a commensurate salary and benefits increase.

Responsibilities

- **Case Placement & Support**
 - Assist Intake Advocate with creating legal case summaries.
 - Monitor technology platform for responses from attorneys.
 - Where there is no capacity in existing pro bono network to assist the survivor's request, research, conduct outreach to and vet potential placements outside of network.
 - Assist attorney and community service partners with technology setup (i.e. downloading and working the app).
 - Regularly communicate with the Intake Advocate and attorneys to place and monitor the status of their cases.
 - Work with Intake Advocate to create necessary documentation for survivors, including Victim Determination Letters for relief under the Debt Bondage Relief Act.
 - Provide trauma-informed technical support to attorney network of 1,500+ members.
- **Attorney Recruitment**
 - Conduct outreach, onboarding and training of attorneys.
 - Represent ALIGHT at community events and support initiatives to bolster participant engagement in the program.

- **Trainings & Materials**
 - Conduct trainings to support attorneys' skills-building with trauma-informed and culturally competent lawyering.
 - Create customized materials to support attorneys skills-building with trauma-informed and culturally competent lawyering.
- **Case Monitoring & Quality Control**
 - Monitor 150+ legal placements through surveys and other communication with the attorney and, where necessary, the community partner.
 - On an annual basis, distribute and collect annual feedback surveys from program participants.
 - Update and help maintain project database/CRM.
- **Other Duties**
 - Domestic travel for outreach required.
 - Manage National Survivor Law Collective listserv and report on activity.
 - As assigned, in alignment with ALIGHT's strategic objectives.

Qualifications

- Graduate degree in a field relevant to ALIGHT's work (J.D. or knowledge of legal system preferred).
- Holds 1+ years of experience in positions requiring legal content knowledge and experience.
- Has experience with identifying legal issues (civil, criminal or family) of vulnerable populations (a plus).
- Passionately advocates for justice and survivor-centric solutions for vulnerable groups and individuals.
- Communicates clearly and effectively and is adept at networking and relationship-building.
- Has strong organizational skills and a self-starter mindset to developing relationships (sales and/or recruiting experience a plus).
- Has proven ability to work well independently, innovate, problem-solve, collaborate and meet deadlines.
- Holds sincere commitment to work collaboratively with all constituent groups, including staff, board members, advisory council, volunteers, donors, program participants and other supporters.
- Comfort in an entrepreneurial environment and proficiency with mobile technology, remote working tools and Google applications. Skilled at Excel analytics and reporting functionality.
- Proven and demonstrable track record of success working in related industry/sector.
- Operations, processes and tech systems experience a plus.
- Graphic design experience a plus.

Physical & Environmental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Perform work from home-based office
- Sit for prolonged periods of time.
- Prioritize and multi-task work and projects requiring good memory, concentration and analytical thinking.

Must be able to hear, read and communicate verbally and in writing frequently with a wide range of people from divergent socio-economic and cultural backgrounds and origins.

Benefits

- Benefits package including Paid Time Off, holidays, health care reimbursements and retirement contributions.
- ALIGHT workplace wellness program.
- Qualification for Public Service Loan Forgiveness.
- Gain real-world professional experience that expands your current knowledge of human trafficking and survivors' diverse legal needs.
- Practice trauma-informed care and receive ongoing training.
- Work on the cutting edge of tech and law solutions with a leading national pro bono program.
- Learn and directly participate in access to justice for human trafficking survivors.
- Network with social services programs across the country.
- Strengthen your resumé with relevant experience.
- Obtain potential references for future career opportunities.
- Maintain a flexible, remote work schedule.
- Implement your own skills and ideas into an impactful program.

To Apply

Please email your resume and cover letter to Marianna Kosharovsky (Executive Director) at connect@alightnet.org, and indicate "Pro Bono Network Manager" in the subject line. Be ready to provide 2 professional references if invited to interview. Applications that do not include these components will not be considered.

Diversity

ALIGHT is committed to serving the needs of diverse trafficked persons. Further, ALIGHT is committed to developing an inclusive work environment where diversity of background, thought, style, culture and skill is valued in support of individual performance and potential, as well as ALIGHT's strategic goals and mission.

ALIGHT does not and shall not discriminate based on race, sex, religion, creed, age, national origin, alienage, marital status, sexual orientation, gender identity, and expression, disability, or any other legally protected characteristic, in any of its activities or operations. These activities include, but are not limited to, the provision of services. ALIGHT is committed to providing an inclusive and welcoming environment for all members of ALIGHT beneficiaries, volunteers, subcontractors, and vendors.

Disclaimer

This position description indicates in general terms, the type and level of work performed as well as the typical responsibilities of team members in this classification and it may be changed by the senior management team at any time. Other duties may also apply. Nothing in this job description changes the at-will employment relationship existing between ALIGHT and its team members.