



Position Title: Movement Building Assistant (6-month contract)

Reports to: Head of Programs

About Free the Slaves

Founded 20 years ago, Free the Slaves (FTS) is a leading organization in the modern anti-slavery movement, dedicated to changing the conditions that allow modern slavery to exist. Through innovative programs, FTS works at the community level to build resilient communities that are resistant to modern slavery and is an advocacy leader at the global level.

Free the Slaves works around the globe including South and Southeast Asia, Africa, the Middle East, Latin America, and the Caribbean. Free the Slaves runs the Freedom from Slavery Forum and is a member of the Global Coordinating Group (GCG) of Alliance 8.7, where it is one of the three organizations representing civil society.

About the Freedom From Slavery Forum

Position Description: The Movement Building Assistant will serve as part of the support team in the planning and execution of the 10th Global Freedom from Slavery Forum in the Dominican Republic, in May 2023. The Global Forum Assistant will work closely with the Forum team under the supervision of the Head of Programs, to provide support for, materials, liaise with different teams, communications for the Global Forum, and engage a variety of stakeholders in the anti-modern slavery movement and provide support as needed.

Duties and Responsibilities

1. Works closely with the FTS internal team to plan and ensure that all aspects of the forums are appropriately addressed;
2. Identifies needed resources and coordinates with service providers such as event planners, hotels, travel agents, local transportation providers, etc. in order to:
 - a. Identify an appropriate venue suitable for the event,
 - b. Arrange for audiovisual services and equipment,

- c. Assist with identifying live language translation services,
 - d. Assist with identifying local photographer/videographer for the event,
 - e. Assist with coordination of hotel accommodations, transportation, and food for participants throughout the event,
 - f. Assist with coordination of all travel arrangements including visas and flights for participants.
3. Keeps records of all pertinent information and regularly updates tracking documents throughout the process;
 4. Maintains appropriate financial records in keeping with FTS' financial management policy;
 5. Ensures all written materials are translated into appropriate languages based on the needs of participants;
 6. Assists as needed with logistics on the days of the event to ensure smooth execution of the event, including (but not limited to):
 - Ensuring speakers are notified of all details of the event (time of presentation, length of presentation, format, topic, audiovisual set-up, etc.),
 - Ensuring all materials are printed and ready for distribution before the start of the event,
 - Ensuring all rooms are appropriately set up to accommodate sessions,
 - Ensuring participants are informed of the agenda for the day including times and locations,
 7. Assists with the completion of final reports in a timely manner following the conclusion of the forum;
 8. Attends and participates in regular staff meetings, team conferences, training and other meetings related to the forum and takes notes, as needed;
 9. Provide support to FTS Forum team as needed.
 10. Take notes during Forum team meetings as needed.
 11. Travel as needed as related to the organization of the global forum.

Qualifications

Knowledge, Skills and Abilities.

- Bilingual; Excellent verbal and written Spanish and English skills **required**;
- Detail oriented and well organized.
- Effective at working with challenging individuals by exhibiting empathy and warmth.
- Positive attitude and work well under pressure;
- Demonstrated experience and skills in event and conference organization including logistics preparedness, event planning, etc.;
- Strong time management and organizational skills to **independently** manage workload and related responsibilities;
- Ability to juggle multiple tasks, work under tight deadlines and deliver projects within budget;
- Strong interpersonal and written and oral communication skills;

- Ability to work as a team member;
- Strong problem-solving skills;
- Working knowledge and understanding of human rights and preferably the movement against modern slavery

While not required, it is preferred that the candidate is based in the Dominican Republic or in the region.

Survivors or candidates with lived experience are encouraged to apply.

To Apply

Applicants should submit a tailored cover letter that outlines their interests and relevant experience, a resume, and a list of three references from former supervisors and/or colleagues. PLEASE SUBMIT THESE AS ONE (1) WORD OR PDF DOCUMENT to careers@freetheslaves.net Include your last name in the subject line and title of your application.

Deadline for Submissions:

Interested applicants are encouraged to apply as soon as possible, as consideration of candidates will be done on a rolling basis, and the position may be filled before the application deadline.

The application deadline is December 22, 2022, at 5:00 p.m. (EDT)

Free the Slaves is an equal-opportunity organization. Qualified applicants are considered for employment and consultancies without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.