



**Position:** Anti Human Trafficking Intern

**Start Date:** Ongoing Basis

### MISSION

Tapestri is dedicated to ending violence and oppression in refugee and immigrant communities, using culturally competent and appropriate methods. As advocates for immigrant and refugee families affected by domestic violence, sexual assault and exploitation, Tapestri is committed to using education, community organizing, direct services and advocacy to improve the lives of those it serves.

### DESCRIPTION

Tapestri is looking for an individual to assist in getting resources for our anti-human trafficking program. This is an unpaid position, but you will incur no out of pocket expenses, and educational course credit can be arranged.

### RESPONSIBILITIES

- Review Tapestri's Employee Handbook to ensure compliance with federal Regulations as well as program specific requirements
- Research federal regulations as well as program specific requirements
- Oversee researching federal regulations and policies that will be implemented in the updated Employee Handbook
- Assist with updating of program specific training material
- Collect data on clients served from 2004 to present
- Review client case files and extracting non-identifiable information. The information will then need to be organized in bar graphs and charts visually demonstrating the demographics of clients served over time.

### QUALIFICATIONS

**Required:**

- Proficient in research and analysis
- Maintain client information confidential
- Attention to detail
- Available 10-15 hours per week during business hours
- Clear background check
- Complete 40 hours of online training
- Familiarity with Microsoft Office
- Proficient in English, strong writing skills, and attention to details

**Preferred:**

- Marketing experience

### APPLICATION PROCESS

Please apply through our volunteer portal at <https://tapestri.org/volunteer>