



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	700050	# of Positions	1
Business Title	Task Force Director		
Civil Service Title	COMMUNITY COORDINATOR		
Title Code No	56058	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 94,521.00 - \$ 94,521.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Human Trafficking		

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Job Description

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutors' offices in the country and is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all. KCDA has an exciting opportunity to work as the Task Force Director of the Human Trafficking Unit.

The Human Trafficking Unit (HTU) vigorously investigates and prosecutes those who, through such means as physical force, fraud, and/or psychological coercion, have forced individuals into sex trafficking, child sex trafficking, and labor trafficking. The HTU uses best practices to actively investigate all forms of human trafficking through data-informed, victim-centered, evidence based, and multi-disciplinary approaches.

The HTU co-chairs the Brooklyn Human Trafficking Task Force, (BKHTTF) a multi-disciplinary team, focused on addressing HT in NYC by bringing together law enforcement, service providers, research institutions and civil society.

The HTU provides Human Trafficking 101 training to community members on the signs of human trafficking and how to report the crime through the DA's Human Trafficking Hotline. The training also includes how family members, concerned citizens, coworkers, etc. can assist potential victims by accessing social services through the Human Trafficking Hotline. The HTU also provides advanced training for law enforcement agencies, NGOs, healthcare providers, financial industries, and government agencies to increase identification, to address barriers in policy and practice, and to increase collaboration across disciplines.

Under general direction, with wide latitude for independent initiative and judgment, the preferred candidate will be responsible for the following:

- Act as liaison between various law enforcement agencies, service providers and prosecutors' offices to implement anti-human trafficking programs.
- Design, coordinate, and facilitate regular Task Force and subcommittee meetings, and provide meeting summaries to TF.
- Develop strategy to initiate proactive, data-informed, sex and labor trafficking investigations.
- Network and represent the Task Force with external partners.
- Coordinate efforts to better inform and educate the community about Human Trafficking.
- Write, revise, and copyedit a variety of documents supporting the Task force operations.
- Oversee development, content and design of the Task Force newsletter.
- Maintain accurate contact information for Task Force members.
- Lead planning and execution of annual Task Force Human Trafficking Awareness Event.
- Lead development of public facing research, impact reports, annual reports.
- Represent the Task Force at community events and meetings related to human trafficking.

- Provide technical assistance and support to other regional and national human trafficking task forces.
- Conduct training and outreach on various HT topics for stakeholders and community members.
- Administer all non-financial aspects of the Enhanced Collaborative Model Task Force (ECM) grant to combat human trafficking.
- Provide and coordinate long-term support of victims, advocacy, legal support, and referral services provided by Kings County District Attorney's Office (KCDAO) Social Worker and partner staff.
- Analyze and report on grant and program impact.
- Prepare Task Force progress reports for OVC.
- Onboard new ADA's in the Human Trafficking Unit and new members of the BKHTTF.
- Conduct training and outreach on various HT topics for stakeholders and community members.

Preferred Skills

- Experience conducting outreach and training on Human Trafficking.
- Experience working with victims of Human Trafficking.
- Knowledge of trauma-informed, victim-centered, survivor-engaged, and culturally responsive best practices in responding to all forms of Human Trafficking.
- Experience working with Law Enforcement and Government agencies and non-governmental organizations.
- Experience analyzing qualitative and quantitative data on Human Trafficking.
- Strong experience with and appreciation for project management and interagency collaboration.
- Exceptional interpersonal skills with the ability to create and maintain excellent working relationships.
- Strong organizational, analytical, proofreading, and writing skills.
- High proficiency with Microsoft Office, including knowledge of Excel.
- Ability to problem solve, while balancing competing priorities, complex situations and tight deadlines.
- Ability to work independently as well as collaborate with others within, as well as outside of our agency.

Additional Information

Candidates must meet the additional requirements:

- A Master's Degree in Human Rights, Public Policy, Law, Social Work, Public Health.
- Experience working with victims of human trafficking, domestic violence, gender-based violence, including in a criminal justice setting.

To Apply

To apply click the "Apply Now" button.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

A RESUME AND COVER LETTER ARE REQUIRED.

PLEASE INDICATE IN YOUR COVER LETTER HOW YOU HEARD ABOUT THIS POSITION.

For Non-City/External Candidates: Visit the External Applicant NYC Careers site and type "DA - Brooklyn" on the search line. Then locate the Job ID number. For Current City Employees: Visit Employee Self Service (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID number.

THIS IS A GRANT-FUNDED POSIITON.

Minimum Qual Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE 03/14/2025

POST UNTIL 04/13/2025

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