



Job Title: Anti-Human Trafficking and Immigrant Youth Support Services Program Manager

Department: Refugee Services

Reports To: Director of Refugee Services

FLSA Status: 1.0 FTE, Exempt

Prepared Date: 4/19/2023

Salary Range: \$60,000-\$65,000 *(based on experience)*

Organization Description:

Since 1974 the International Institute of Minnesota (IIM) has resettled 25,000 refugees in the Twin Cities and remains one of the largest sponsors of refugees statewide. Its immigration and citizenship services helped nearly 13,000 New Americans achieve U.S. citizenship since 2001. IIM's annual Festival of Nations fosters community and honors culture and traditions of 100 unique ethnic communities. From 2012 to 2018, IIM experienced exponential growth, establishing the organization as an expert in education and workforce development for immigrant and refugee communities. With more than 21 million refugees worldwide waiting to begin new lives, and an increasing workforce shortage in Minnesota, IIM's programs continue to be important abroad and in Minnesota.

Position Purpose:

The Program Manager will manage the Anti-Human Trafficking program at IIM which provides direct services to foreign-born survivors of sex and labor trafficking in the Twin Cities metro-area counties. The Program Manager coordinates social services to survivors including collaboration with federal and state law enforcement, immigration and civil attorneys, shelters, and other community agencies ensuring clients' access to comprehensive support.

The Program Manager will also manage the Youth Support program, which provides services to non-U.S. citizens who are 24 and under and are receiving supportive services from IIM's Immigrant Youth Support Services Program case managers. The Immigrant Youth Support Services program supports unaccompanied children as they are being housed in new placements in Minnesota and foreign-born minors who are at risk of sexual exploitation.

The Program Manager will train and supervise program staff members, oversee program goals, attend funder and community meetings on behalf of IIM, and conduct community outreach and training sessions.

Position Duties and Responsibilities:

- Train and supervise up to five case managers

- Facilitate weekly program meetings
- Manage program budgets and client expenses and submit invoices to funders
- Attend trainings and meetings for state and federal program funders
- Ensure that program outcomes and goals are being met
- Perform Quality Assurance monitoring of case notes and case files
- Participate in the maintenance and development of the programs through regular coordinator calls, service calls, and timely report submission
- Participate in task forces, sub-committees, and other groups to maintain relationships and communication with community partners
- Prepare and deliver community presentations on human trafficking and IIM's services
- Other duties as assigned

Requirements:

- Commitment to the human rights and general welfare of refugees and immigrants
- Ability to thrive in a fast-paced, multicultural environment, take initiative, and prioritize multiple needs
- Bachelor of Arts degree in Social Work or equivalent field required, Master's degree in Social Work preferred
- At least three years of program management experience
- Background-cleared (Background clearance includes Child Abuse and Neglect Checks and FBI fingerprint check of national and state criminal history repositories)
- Bilingual in Spanish and English required
- Experience in victim services such as (human trafficking, domestic violence, and sexual assault) strongly preferred
- Experience with direct client services (i.e. case management or advocacy)
- Knowledge of the dynamics of trauma and trauma-informed care
- Knowledge of different systems (criminal justice systems, immigration and refugee systems, health, and human services) and how systems impact crime victims
- Strong ability to respond to and manage crisis situations with clients and advise staff members who are working with clients in crisis situations
- Ability to work independently
- Valid driver's license and access to vehicle
- Fully vaccinated and bivalent boosted for COVID-19

Physical Demands

- Use of manual dexterity, tactile, visual, and audio acuity
- Use of repetitive motion, prolonged periods of sitting, and sustained visual and mental applications and demands
- Occasional lifting (up to 25 pounds), bending, pulling, and carrying

EEO Statement

International Institute of Minnesota values a diverse workplace and strongly encourages women, people of color, LGBT individuals, New Americans to apply. IIMN is an equal opportunity employer. Applicants will not be discriminated against because of race, color, sex, sexual

orientation, gender identity, age, religion, national origin, citizenship status, disability, or any protected category prohibited by local, state or federal laws.

To apply: Submit cover letter and resume to Micaela Schuneman via email (mschuneman@imn.org) with "Anti-Human Trafficking Application" in the subject line. No phone calls or walk-ins please. Position is open until filled.