



## **Job Posting – Program Coordinator**

Without Permission is a non-profit, faith-based organization that works to end sex trafficking through Prevention, Justice and Restoration. With a national collaborative partnership network, local community involvement, church mobilization and distinctive training programs, our volunteers and staff are making a decided difference in the Central Valley.

### **Typical Duties and Responsibilities**

The Program Coordinator will assist in oversight and supervision of daily activities, guests, volunteers, and vendors at our restoration day facility for survivors of sex trafficking/exploitation. The Program Coordinator will perform the administrative and program tasks of the Restoration Department, including database management, data entry and report writing, and county billing/mileage reporting. This position supports the Restoration department as a whole including survivor interaction, transportation, and engagement. The Program Coordinator will report to and work directly under the Program Manager & Program Director.

### **Distinguishing Characteristics**

Our ideal candidate embodies compassionate servant leadership, is comfortable working with adolescents and young adults, and has excellent written/verbal communication skills. This person should possess high organization/administrative skills with great time management and problem-solving abilities. This individual is highly relational and flexible, able to handle confidential information while being organized, and is able to meet documentation deadlines.

### **Spiritual Responsibilities**

The ideal candidate has a personal faith in Jesus Christ, with a servant's heart, who is active in a believing community. They shall commit to operating under the 5 core values of Without Permission: serving, community, family, faith and excellence. They shall be active in prayer for the ministry; motivating the volunteers in Without Permission to follow their lead. They shall be free from any addictions that would hinder their example to other staff or volunteers.

### **Preferred Education and Experience:**

- High School Diploma with 4 years relevant work experience, or,
- Associate's Degree with 2 years relevant work experience
- Computer skills including working knowledge of Microsoft Office
- Certified Navigator Training (will be provided)

### **Compensation & Benefits:**

- 32 hours/week; Monday – Thursday; 9am-5:30pm (some evenings required 1-2x/month)
- Pay rate: \$19.00 per hour, plus \$130 monthly phone stipend and \$300 monthly benefit allowance
- Paid vacation and sick leave

**Requirements:**

- Reliable automobile and current auto insurance
- Pass an extensive background check
- Certified Navigator Training (*provided by WP*)

If you passionately support the vision and mission of Without Permission and possess personal qualities of integrity and credibility, please submit a cover letter, comprehensive resume, three professional references, and two personal/pastoral references for consideration to:

Tina Tazelaar, Operations Manager  
[careers@withoutpermission.org](mailto:careers@withoutpermission.org)

*This position is an at-will position; as such, either the successful candidate or employer may terminate the relationship at any time for any reason. Without Permission is an Equal Opportunity Employer and our employees are people with different strengths, experiences and backgrounds who share a passion for improving people's lives. We desire to build a workplace as diverse as the community we serve.*