



718.935.9192
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www.ecpatusa.org

Job title: Private Sector Engagement (PSE) Associate
Location: Temporarily remote, NYC in the fall (open to fully remote)
Terms: Full Time
Salary/rate: Mid 40's with excellent benefits package
Start date: July 1, 2021

About us: ECPAT-USA is the leading anti-child trafficking organization in the United States seeking to end the commercial, sexual exploitation of children through awareness, advocacy, policy, and legislation. ECPAT-USA is a member of ECPAT International, a network of organizations in more than 100 countries with one common mission: to eliminate the sexual exploitation of children around the world.

About the role: The Private Sector Engagement department ensures businesses and relevant stakeholders understand how human traffickers and child exploiters use business structures to exploit victims and identify, develop, and/or deploy tools and best practices to stop it. Under the supervision of the Director of PSE, the PSE Associate supports the organization's private sector engagement efforts. The PSE Associate will assist in accountability and expansion of the private sector on education around human trafficking. The successful candidate will be proactive, enthusiastic and willing to learn on the job.

Responsibilities: Private Sector Engagement Program Support:

- Review and analyze reports from ECPAT-USA partner companies;
- Manage a portfolio of private sector partners on their efforts to implement the Tourism Child-Protection Code of Conduct;
- Coordinate all technical activities related to building and management of private sector engagement activities;
- Develop communications for PSE work including drafting articles for website and newsletters;
- Develop PowerPoint presentations, memos, and background papers to support account needs in order to communicate internally and externally on issues and/or achievements in the partnership;
- Cultivates new private sector engagement ideas, preparing proposals and scopes of work for potential projects;
- Support and manage the formulation of strategies and activities to engage the private sector to expand and improve services to counter trafficking in persons;
- Support and manage the development, structuring and delivery of private sector partnerships and projects that draw on the comparative strengths and resources of public and private actors;



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- Other duties as assigned

Departmental Support:

- Prepare material for internal and external meetings for the Director of PSE;
- Schedule and prepare the Director of PSE for partner meetings;
- Draft partner communications, reports, emails, presentations, and other documents for PSE;
- Track corporate social responsibility trends related to the tourism industry;
- Periodic research for new projects;
- Manage lists and maintain partner information across multiple platforms with accuracy;
- Other duties as assigned.

**Candidate
experience and
requirements:**

Experience:

- Experience in corporate partnerships, social responsibility;
- Experience working at foundations or non-governmental organizations on monitoring and evaluations;
- Knowledge of children's rights issues, child sex trafficking, and/or corporate social responsibility preferred;
- Strong critical and creative thinking and analytical skills;
- Strong written and oral communication skills;
- Strong project planning skills;
- Strong ability to work independently, organize work, meet deadlines, maintain composure along with a sense of humor, prioritize work under pressure, coordinate multiple tasks and maintain attention to detail.
- Strong ability to build and maintain strong working relationships with colleagues.

Qualifications:

- A Bachelor's Degree is required for this position.
- Fluent in English required; proficiency in other languages preferred.
- Private sector experience preferred
- Familiarity with Salesforce, Google Drive and ability to navigate online technology;
- Creative problem solver who can help implement innovative solutions for strengthening institutional and business practices regarding anti-trafficking efforts;
- Communicates information in an insightful and structured manner—orally, in writing, using presentations and graphics / data visualization for a variety of technical and non-technical audiences;
- Excellent interpersonal and problem-solving skills, creativity and flexibility



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Contact us to apply

Send email with subject line "PSE Associate" with attached cover letter and CV to info@ecpatusa.org. Do not include CV or cover letter in the body of the email. Applications without a cover letter will not be considered. Please label attached files with first and last name.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the New York State Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.