

The Human Trafficking Institute

Senior Legal Counsel **Job Description – February 2019**

Institute’s Mission

The Human Trafficking Institute exists to decimate modern slavery at its source by empowering police and prosecutors to stop traffickers. Working inside criminal justice systems, the Institute provides the embedded experts, world-class training, investigative resources, and evidence-based research necessary to free victims.

General Description

The Senior Legal Counsel will play a significant role in the development and growth of the Human Trafficking Institute. He or she will have substantial influence in the creation, planning, and execution of organizational and operational strategy, and the implementation of the Institute’s mission to combat Trafficking in Persons (TIP). The Senior Legal Counsel will be engaged in developing and maintaining relationships with government officials in Partner Countries, establishing and supporting specialized units, conducting legal research, and providing training and mentorship.

Responsibilities

- Develop and maintain relationships with key leaders within the criminal justice system in various countries around the world.
- Identify contextual gaps in countries’ ability to deliver legal protections to human trafficking victims.
- Assist in establishing new Partner Countries with whom the Institute can work.
- Develop strategies for, and assist in the implementation of, Partner Countries’ creation or improvement of specialized anti-trafficking units.
- Prepare human trafficking training curriculum and materials and conduct knowledge and skills-based trainings.
- Participate in the development of, and serve on the faculty for, the annual Human Trafficking Academy.
- Supervise and support Institute team members deployed to various Partner Countries.
- Assist in recruiting experienced TIP professionals to serve as embedded experts within specialized units in Partner Countries.
- Conduct legal research on domestic and international human trafficking law.
- Provide advice and counsel regarding human trafficking law, investigations, and prosecutions.
- Communicate the Institute’s vision and mission to government officials, practitioners, and donors.

- Represent the Institute at various conferences, events, and meeting.
- Maintain organized reports and detailed data regarding human trafficking investigations and cases in a variety of counties.
- Participate from time to time in the Institute's development and fundraising efforts.
- Assist in the overall organizational development of the Human Trafficking Institute.
- Maintain confidentiality of privileged and sensitive information.
- Establish and maintain positive staff and public relations image.
- Attend meetings, retreats, and other Institute events.
- Generate new and innovative ideas to advance the Human Trafficking Institute's mission.
- Carry out additional assignments at the Founding Directors' request.

Skills and Experience

- Excellent communication and writing skills
- J.D. or equivalent law degree
- A long-term proven track record of successfully prosecuting a wide variety of TIP cases
- Demonstrated leadership in the criminal justice response to combatting human trafficking
- Ability to quickly and independently produce a professional work product
- Experience working as a team and managing multiple tasks
- Self-motivated and articulate
- Organized, meticulous attention to detail

Critical Qualities

- Ability for domestic and international travel
- Disciplined with priorities
- Personable
- Mature judgment
- Professional presentation in demeanor, written and oral communication
- Works well under stress
- Strong ethic of service
- Sustained positive attitude
- Passion for the Institute's goals

To Apply

This is a full-time position with benefits. Applicants should submit a cover letter, résumé, and three references to Applications@TraffickingInstitute.org. Applications will be accepted until the position is filled.