

San Francisco Department on the Status of Women Human Trafficking Fellowship
AMENDED and REISSUED Tuesday, September 19, 2017

The San Francisco Department on the Status of Women is seeking a graduate student or recent college graduate for the position of Human Trafficking Fellow for a 10-month period October 2017 – June 2018. The Fellow will be expected to work in the Department’s Civic Center office, three days a week during regular business hours, and occasional evening events, for a minimum of 24-hours per week. A stipend of \$15/hour is available for the Fellow position. The position reports to the Department’s Women’s Policy Director.

About the Fellowship

The fellow will spend the majority of their time working with the Mayor’s Task Force on Anti-Human Trafficking. This Task Force was established in 2013 to review current efforts to improve the City’s response to human trafficking and identify gaps in services for survivors. The Mayor’s Task Force on Anti-Human Trafficking takes a comprehensive, victim-centered approach and includes partners from law enforcement, social services agencies, and community based organizations.

For more information on the Task Force please visit the following website:

<http://sfgov.org/dosw/mayors-task-force-anti-human-trafficking-0>.

Examples of Activities and Tasks

The Human Trafficking Fellow will be expected to carry out the following tasks:

- Plan, coordinate, and staff meetings of the Mayor’s Task Force on Anti-Human Trafficking;
- Assist with implementation of goals identified by the Task Force;
- Collect and analyze data for the Human Trafficking Report;
- Draft a Human Trafficking Report;
- Maintain the website for the Task Force;
- Other research and assignments as needed.

Application Submission and Deadline

Applicants should send a cover letter and resume that addresses the following:

- Reason for interest in the Department on the Status of Women;
- Experience relevant to human trafficking/violence against women;
- Administrative experience and organizational skills;
- Report writing skills;
- Ability to work independently.

Submit cover letter and resume in one of the following methods:

Email: minouche.kandel@sfgov.org with "Human Trafficking Fellowship [First and Last Name]" on the subject line.

Mail: Department on the Status of Women
ATTN: Human Trafficking Fellowship
c/o Department on the Status of Women
25 Van Ness Avenue, Suite 240
San Francisco, CA 94102

Open until filled.