



*Uniting and empowering survivors of slavery and human trafficking around the world*

**World Congress Event Coordinator (WCEC)  
Contract Announcement/Request for Vendor Services**

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**SUMMARY**

**Commitment:** Approximately 25 hours a week (with flexibility according to work plan needs). Starting as soon as possible, until the end of October 2024.

**Location:** Ideally residing in Kenya, but we are also open to other countries. The consultant will work mostly in the EAT/ CEST time zone, and flexible availability is **required** on a regular basis to work with people based in other global regions. WCEC will need to be in person for the World Congress in Nairobi (September 30-October 4 2024)

**Point of Contact:** Director of Movement Building (DMB)

**Rate:** \$33/hour

**The application will be reviewed on a rolling basis.**

**Ideal Start Date:** As soon as possible

**Application Process:** See page seven for detailed instructions. *Please do not* submit a traditional cover letter. Your application will not be considered.

**We highly encourage people with lived experience and/or people who identify as survivors of human trafficking or slavery to apply.** We also encourage people who have been systematically excluded and/or institutionally oppressed, including women, BIPOC, LGBTQI+ individuals, and people with disabilities, to apply.

Survivor Alliance welcomes candidates of all abilities who have a diverse set of skills; however, this consultancy will be best suited for a candidate who has as nearly all of the requested criteria, with an emphasis on event coordination for social justice movements.

If this consultancy speaks to you, but you do not have the required criteria, there will be other opportunities to engage in the co-creation of the World Congress - to be announced soon.

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## **POSITION SUMMARY**

Survivor Alliance will host its second World Congress in October 2024. The World Congress (WC) will bring together 100 survivors of human trafficking and slavery and 50 allies from around the world to enable a survivor movement to build. The entire event will be designed and facilitated by survivor leaders and a few key allies. The World Congress will be a 4-day long convening and will be hosted in Nairobi, Kenya.

The World Congress Event Coordinator (WCEC) will be responsible for the logistics of the World Congress, including arranging interpretation, travel, and accommodation for all the participants. They will be responsible for working with several contractors, as well as communicating with survivor leaders from around the world that will join the event.

The WCEC will work closely with the Director of Movement Building to make sure that the logistics of the event are aligned with the organization's values and mission. They will also work closely with the Planning Committee, which consists of people with lived experience of human trafficking, and other Survivor Alliance staff to incorporate their perspective and experience into the logistics plans, and to upskill their capacities to organize event logistics.

The WCEC should be able to work autonomously and rely on experience, judgment, and instinct to assess, prioritize, and address concerns that may arise. The ideal candidate will have professional experience planning and implementing convenings for social justice organizations. An awareness of trauma-informed practices and the ability to demonstrate both personal and professional boundaries is essential for success in this role. The skills and ability to build and maintain positive relationships are required. This includes stating one's needs, bringing humor and joy, addressing conflicts, and positively managing group dynamics.

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## **ABOUT THE ORGANIZATION**

Survivor Alliance's mission is to unite and empower survivors of slavery and human trafficking around the world to be leaders in the anti-slavery movement. Founded by three survivors of human trafficking, we are of, by, and for survivors. We believe that investing in survivors is a key anti-trafficking intervention. For too long, survivors have been ignored and tokenized in anti-trafficking work. Although there is greater inclusion in some countries, such as the United States, it is not yet an integrated best practice in the US or throughout the world. Additionally, there remains a gap in ethical, meaningful, and structural engagement with survivors and limited actors developing guidance for survivor engagement. Survivor engagement in anti-trafficking work also remains siloed from other social justice movements, such as workers' rights and gender-based violence movements.

The Survivor Alliance team are the architects of connectivity. We build bridges between survivors and their own potential and between survivors of different experiences and backgrounds. We are also building bridges, alongside our fellow survivors, between their lives

immediately after enslavement and what the rest of their life can be.

By uniting survivors of human trafficking around the world and building collective power, Survivor Alliance pursues an intersectional approach to social justice. We believe that survivors of human trafficking are more than their experience of this particular trauma and we invite everyone to do the same. Our approach integrates personal healing and justice with community healing and justice.

Through empowering survivors - by which we mean providing the resources, support and training so that survivors can harness their own inner power - we are supporting the growth of educated, self-aware, and capable survivor leaders. We share our lessons and methodology for working with survivors and link our members to opportunities in the anti-trafficking movement. In doing so, we are leading the field in *how* to engage with survivors and facilitating increased survivor-ally collaborations. In all of our programs, we focus on meaningful survivor inclusion, economic empowerment, and well-being.

Please visit our website to learn more about our Board of Directors and staff, programs, and impact: [www.survivoralliance.org](http://www.survivoralliance.org).

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## OUR CORE VALUES

- ❖ **Empathy** - We bring an ethic of care to all that we do. We welcome the spectrum of human emotions and seek to be and do *with* others instead of *for* others.
- ❖ **Relationships** - We believe that healthy and resilient relationships are central to social justice work. We invest in trauma-informed and healing-centered relationships.
- ❖ **Freedom** - We believe that freedom is more than a lack of enslavement and that everyone deserves to define what freedom means to them. We hold that freedom is both an individual and collective journey.
- ❖ **Learning** - We believe in curiosity, exploration, and ardent pursuit of new skills and knowledge. We also believe everyone deserves grace and support in this pursuit.
- ❖ **Authenticity** - We want to build an environment where people can express who they are and what they think, feel, and believe. We seek to represent diverse views of our community and recognize that survivors' and allies' experiences are not uniform.

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## KEY DELIVERABLES AND JOB RESPONSIBILITIES

The World Congress Event Coordinator will be responsible for providing leadership in the development and implementation of World Congress logistics strategies from the initial preparation to the on-site implementation.

They will coordinate closely with the Movement Building team and will integrate a trauma-informed approach into the implementation of World Congress logistics, with input

from relevant staff and the planning committee.

In collaboration with the Director of Movement Building, the WCEC will manage the World Congress logistics budget, in adherence with all relevant policies and procedures of Survivor Alliance. They will ensure the timely and effective implementation of World Congress logistics activities and deliverables, as outlined in the work plan.

## **I. World Congress Logistics Management**

Develop and implement World Congress logistics strategies and related work plans, in collaboration with and through supervision of the Movement Building team.

### **a. Site and Logistics**

- Continuously review and update the budget based on real/actual cost in collaboration with the DMB.
- Develop and implement a process to purchase flights, obtain visas, and other requirements for the participants, with awareness and sensitivity to global politics around visas.
- Research, assess and contract relevant consultants and vendors as needed.
- Contribute to the development of the safety and security plan, led by the Survivor Alliance's Senior Leadership Team.
- Informed by the safety and security plan and recommendation from local partners, establish relevant relationships with government officials from the World Congress host country to secure support with facilitating visas, and to mitigate potential political interference or backlash.

### **b. Participation, Program, and Registration**

- Support the implementation of SA's World Congress program, which is participatory in nature, and has multiple dimensions
- Contribute to the development of an accessibility strategy (and budget) for the World Congress, to ensure that all World Congress components are as accessible as possible to participants (including neurodiversity, language access, time zone access, etc.)
- Ensure close coordination with relevant teams, providing needed logistical perspectives and requirements, to inform World Congress communications products.
- Oversee communication of decisions on accepted and rejected workshop proposals, and ensure regular communication with everyone approved to organize activities at the World Congress.
- Provide leadership in responding to 'special requests' from participants, resolving problems, and channeling appropriate concerns to the DMB and the Executive Director, as needed.
- Develop the World Congress schedule – aligning expected session/activity size with appropriate space and interpretation capacity.

### **c. On-site Logistics Coordination**

WCEC must be present in Nairobi for the World Congress dates (arriving around 3 days before). Working hours that week will be adjusted accordingly.

On-site, and in collaboration with a Volunteer Coordinator from the SA team, the WCEC will have the responsibility for the smooth operation of all logistical aspects of the World Congress:

- Coordination with the hotel for ground transportation to/from the venue
- Registration and participant welcoming and orientation
- Participant information booth(s)
- Overseeing logistical aspects of the sessions, responding to change requests
- Plenary set-up and audio-visuals
- Appropriate interpretation
- Ensuring accessibility
- Ensuring adequate signage and maps
- Overseeing on-site meals and special events
- Overseeing reimbursements, flight confirmations and other logistical assistance for sponsored participants
- Participant safety and security

### **d. After Convening**

- Closing out of event budget, expenses, and payments, in collaboration with the MB Director.
- Document lessons and insights from the World Congress logistics process to support future convening organizing in collaboration with the MB team.

## **II. Coordination with the Survivor Alliance team**

- Participate in weekly meetings with the MBD and bimonthly meetings with the MB team to ensure that:
  - The logistics and content plans for the World Congress are aligned.
  - The Movement Building team is providing input to the WCEC
  - The WCEC is contributing to upskilling the capacities of the team on event planning and logistics.
- Participate in relevant organizational staff check-ins and meetings (around once a month, as needed) to understand how the World Congress fits into Survivor Alliance's broader work.

## **III. Administrative and Survivor Alliance Operations**

- Manage personal workload, project timelines, calendaring and scheduling.

- Respond to emails, keep program documents organized, and write up meeting notes.
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### **Required Candidate Criteria**

- Demonstrated commitment to our organizational values
- Previous work experience with people who have experienced interpersonal trauma (e.g. homelessness, rape, war, child abuse, domestic violence, slavery, or human trafficking)
- **2 years of logistic event management experience for global social justice convening with at least 100 participants**
- Ability to manage budgets, contracts and deliverables.
- Strong computer skills, specifically with the Google Suite (Gmail and GDrive) and willingness to learn new software.
- Ability to synthesize and clearly articulate ideas verbally and in writing in English.
- Strong interpersonal communication skills with various stakeholders and people with diverse demographic backgrounds.
- Keen appreciation of quality and standards with the ability to take responsibility for delivering quality results despite challenges.
- Ability to set clear personal and professional boundaries.
- Ability to manage stress and utilize internal resilience.
- Demonstrated ability to build common ground and find connection points with others who may have different opinions.
- Ability to operate independently in a remote environment, with long-distance support from supervisor and teammates.
- Ability to uphold our commitment to intersectional, anti-oppression approaches.

### **Desired Candidate Criteria**

- Lived experience of human trafficking/ modern slavery
- Experience working within diverse communities reflective of different backgrounds and lived experiences
- Currently based in Kenya
- Ability to communicate effectively in Swahili
- Experience using Asana for work planning
- Experience organizing hybrid convening
- Experience developing and disseminating strategic communications for social justice events
- Demonstrated ability to navigate cultural and language differences among global stakeholders, including utilizing translated materials and simultaneous interpretation

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### **Application Process**

**Application Deadline: The application will be reviewed on a rolling basis. We are looking for a consultant that can start working as soon as possible.**

### **Selection process:**

Please do not submit a traditional cover letter. Your application will not be considered. You must follow the prompts listed in Step 1 below.

**Step 1:** Submit your resume and a letter of interest (following the instructions below) in PDF format.

Letter of interest instructions:

- 450 - 550 words.
- Describe how you align with **one** of Survivor Alliance's core values (listed above), and how you have incorporated that value while organizing and implementing convenings.
- Share your experience leading the logistics for a global convening, and describe what a "successful convening" looks like to you.
- Include your name, email, phone number, and address (you may provide the city and country only).
- Save the letter and resume as separate documents. Save them with the following titles: YourFirstNameSurname\_WCECLetter and YourFirstNameSurname\_WCECResume. For example, MinhDang\_WCECLetter.pdf
- Email both documents to [daniela@survivoralliance.org](mailto:daniela@survivoralliance.org)

**Step 2:** Selected candidates will be invited to a 1-hour interview via Zoom.

Depending on the process, a complementary interview might be scheduled.

**Step 3:** The candidate finalist will be asked to submit work references.

If you have a disability and would prefer to apply in a different format or would like us to make any reasonable adjustments to enable you to apply or attend any interview, please let us know.