



**Job Description**  
**Project Coordinator**  
**Location: Techiman, Ghana**

**About Free the Slaves**

Founded in 2000, Free the Slaves (FTS) is a pioneer and leader in the global effort to eradicate slavery. Our mission is to end the conditions that allow modern slavery to exist. Free the Slaves works at the grassroots level to empower vulnerable individuals and communities to achieve freedom from slavery and develop resistance to slavery. We work with and through local partners to build capacity to combat slavery and trafficking, and work to strengthen the capacity of grassroots organizations, government agencies, advocacy coalitions, and the media to act. We advocate for policies and laws that help in the fight against slavery. We are committed to rigorous assessment of our work and scrupulous integrity in the use of donor funds. We are headquartered in Washington, D.C., with programs in East and West Africa, South Asia, Latin America, the Caribbean and the Middle East and North Africa regions. Free the Slaves has a diverse and expert staff, and a highly engaged and supportive board of directors.

Free the Slaves has worked in Ghana for 17 years and established a formal field office presence in Ghana. The Ghana office works to address child labor slavery, human trafficking, and sexual exploitation across several sectors, in collaboration with Ghanaian civil society organizations and relevant government agencies. read more about our work in Ghana, see: <https://www.freetheslaves.net/ghana>.

**Position overview**

Free the Slaves' Ghana office seeks a project coordinator with strong background in community mobilization and engagement for a program to support the government of Ghana to combat human trafficking and modern slavery. The project coordinator will be responsible for leading the implementation of the program to combat cross-border human trafficking, sexual exploitation and forced labor. The candidate will coordinate with program implementing partners, direct engagement with community members, deploying, measurement and reporting on the FTS Community Liberation Toolkit. The project coordinator reports to the senior country program manager. The project coordinator position will be based in Techiman, Bono East Region of Ghana with periodic travels to Bono, Oti and Greater Accra Regions.

## Principal Responsibilities

- Enable FTS to define and implement a context-driven strategy in support of combating human trafficking in targeted areas including identification and selection of affected communities, linking with effective organizations that are building local, national, and regional resistance to modern slavery.
- Coordinate with FTS implementing partners to implement their planned programs including field visits, conduct regular capacity building trainings, and ensure the FTS training toolkit is accessed.
- Community engagement and mobilization to build and enhance structures to combat human trafficking and modern slavery.
- Facilitate rescue, rehabilitation and reintegration processes for victims and survivors of modern slavery.
- Support FTS and partner advocacy efforts to influence policies, practices, and implementation of anti-slavery responsibilities by regional, district and community government agencies and other stakeholders.
- Document FTS work in the region, with organizations' and individuals' permission, through digital photography and written stories/testimonies and ensure materials are shared with the communications team as required.
- Other duties: As may be assigned from time to time by the supervisor.

## Qualifications

### Requirements:

- Passion for ending modern slavery and child exploitation
- At least two years of work experience with community-based organizations
- Strong understanding of community-based approaches to development
- Degree in relevant field e.g., international development, sociology, community/social work
- Good written and spoken English and good spoken Twi or Bono
- Knowledge of how issues of child labor, child exploitation and human trafficking relate to other development, poverty, and human rights issues
- Ability to work confidently with local government agencies, local NGOs and community leaders to develop collaborative efforts
- Flexible approach to work, and ability to respond quickly to urgent needs in the field
- Effective listening, conciliation, bridge-building and interpersonal skills
- Ability to manage budgets
- Strong attention to detail
- Willingness to travel within Ghana
- Good knowledge of Microsoft Word as well as Excel spreadsheets

**Desirable:**

- Experience working for international NGOs

**Compensation**

This position is full time contract with payment rate commensurate with experience.

**To Apply**

Please submit a cover letter describing your interest and qualifications, a resume and a list of references to [ghana@freetheslaves.net](mailto:ghana@freetheslaves.net) with Project Coordinator [Your Name]" in the subject line. Incomplete applications will not be considered.

*Free the Slaves is an equal-opportunity employer. Qualified applicants are considered for employment and consultancies without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.*