

| Task Force Coordinator

Task force coordinators are central to and lead task force operations. Established at the outset or shortly after a task force is established, coordinators fulfill critical duties that are essential to a task force's ability to create or improve its community's systemic response to commercially sexually exploited children and youth (CSEC/Y).

Coordinator duties

While each task force's needs and operations are unique, coordinator duties generally include, but are not limited to:

- Scheduling task force meetings.
- Creating meeting agendas & running meetings.
- Working with the task force chair to align task force priorities and activities.
- Mission and vision statement creation.
- Goal setting and communication of goals.
- Alignment of goals with task force activities.
- Creating and managing formal agreements between the task force and its member agencies/groups.
- Establishing buy-in from community agencies, organizations, members, and officials.
- Vetting new task force members.
- Maintaining task force member listserv.
- Setting up events.
- Hosting and/or providing training.
- Applying for funding.
 - State: Washington State Office of Crime Victim Advocacy (OCVA) funding.
 - Federal: U.S. Department of Justice Victims of Crime Act (VOCA) funding.

Coordinator qualities

Useful knowledge, skills, and abilities of coordinators generally include, but are not limited to, the following:

- Written and oral communication.
- Networking.
- Mediation.
- Negotiation.
- Persuasion.
- Conflict identification, avoidance, and resolution.
- Coordination.
- Collaboration.
- Meeting facilitation.
- Group dynamics.
- Delegation.
- Grant proposal writing.

What does it look like to establish buy-in?

Coordinators commonly need to garner interest in and support for task force activities. Stakeholder buy-in may be needed when recruiting new task force member organizations or building community interest in a task force-led initiative. Additional example scenarios where buy-in may be needed include, but are not limited to:

- Obtaining funding from a community stakeholder.
- Introducing an age-appropriate curriculum into local schools in support of a demand reduction initiative.
- Achieving adoption of a screening tool at a community organization likely to come into contact with CSEC/Y.

What types of events do coordinators typically organize?

Task force events vary widely. Events can be recurring or held as needed based on task force priorities or even community needs. Example events a task force coordinator might organize and/or host include, but are not limited to:

- Specialized training sessions.
- Guest speakers.
- Community movie nights aimed at increasing awareness around CSEC/Y.
- Posting CSEC/Y awareness posters in the community.

Helpful websites

- **Washington State Office of Crime Victim Advocacy (OCVA) funding:**
<https://www.commerce.wa.gov/serving-communities/crime-victims-public-safety/office-of-crime-victims-advocacy/ocva-grants-and-funding/>
- **U.S. Department of Justice Victims of Crime Act (VOCA) funding:**
<https://ovc.ojp.gov/funding/types-of-funding/formula-grants>