

CLEVELAND RAPE CRISIS CENTER
Job Description

Title: Community Engagement Specialist

Reports To: Director of Community Engagement

Supervises: Volunteers and Interns, as needed

Mission Statement: Cleveland Rape Crisis Center supports survivors of rape and sexual abuse, promotes healing and prevention, and advocates for social change.

Position Summary: The Community Engagement Specialist works to build impactful engagement with Cleveland Rape Crisis Center's target audiences online and in the community, so that more survivors of rape and sexual abuse seek the Center's services. The Community Engagement Specialist position is an opportunity for a highly motivated individual to help others and gain experience working for a growing nonprofit organization within the social justice and social services sectors. This position reports to the Director of Community Engagement within the External Affairs Department.

Principal Duties and Responsibilities:

Principal duties are to:

- Manage and inform the agency's social media plan (strategy, content, measurement)
- Develop and coordinate the agency's communications calendar (content creation, strategy design)
- Manage the agency's website
- Maintain the agency's suite of marketing materials
- Utilize CRM-style database
- Act as an ambassador of CRCC
- And perform administrative and other duties as needed.

Qualifications:

The ideal candidate will have:

- 1-3 years of demonstrated experience (professional and/or strong internship experience) in a broad base of social media platforms including Facebook, Twitter, LinkedIn and Instagram
- A bachelor's degree in Communications, Public Relations, Marketing, English or related field
- The ability to understand and communicate the agency's mission

- Demonstrated successful experience in communications, and in communicating with populations with diverse backgrounds
- The ability to multi-task and organize
- Strong verbal and written communications skills
- Proficiency in the use of Google Analytics, Google AdWords, Hootsuite, Constant Contact (or equivalent programs) and
- Basic knowledge of Adobe Photoshop or other graphics-based software.

Innovative, passionate, and creative professionals with a sense of humor and desire to learn are encouraged to apply.

Hours of Work:

This position has a flexible schedule for the purposes of meeting responsibilities. This is a full-time (40 hours a week), nonexempt position.

Salary:

Commensurate with experience. Excellent benefits and work environment. The Center offers a competitive compensation and benefits package, as well as a welcoming and supportive work environment.

No phone calls, please.

Cleveland Rape Crisis Center is dedicated to building a culturally diverse and pluralistic staff committed to teaching and working in a multicultural environment. Qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, sexual orientation, gender identity/expression, national origin, disability status, protected veteran status, or any other characteristic protected by law.