

**CLEVELAND RAPE CRISIS CENTER**  
**Job Description**

**Title:** Outreach Specialist – Regional  
**Reports To:** Director of Regional Services

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**Position Summary:**

The Regional Outreach Specialist connects with the community by building and maintaining relationships with community groups and other social service organizations, conducting a variety of strategic outreach activities, and engaging clients in Cleveland Rape Crisis programs. This position will work to increase awareness and utilization of sexual assault specific services in Lake, Geauga and Ashtabula Counties through presentations, community events and information dissemination. The Regional Outreach Specialist will provide support to the regional team in educating medical professionals, mental health professionals and law enforcement on CRCC programs and best practices of working with survivors of sexual violence. The Regional Outreach Specialist will also be responsible for providing education and outreach services/activities to individuals and groups who are from vulnerable populations in danger of victimization or re-victimization, and survivors who have experienced rape and sexual abuse (including Sex Trafficking).

**Principal Duties and Responsibilities:**

- Collaborate with the Director of Regional Services to develop a strategic outreach plan on a regular basis.
- Work with supervisor to develop recruitment strategies for prospective clients in line with strategic planning objectives.
- Lead implementation, documentation and reporting of outreach plan tactics.
- Monitor and evaluate the effectiveness of outreach activities and makes recommendations for adjusting as necessary.
- Identify, develop and maintain strategic partnerships within regional communities (Lake, Geauga and Ashtabula Counties).
- Support team in educating medical, law enforcement, and other professionals about best practices in working with survivors of sexual abuse and rape through service presentations and engagement in professional trainings.
- Disseminate written agency materials to a large variety of organizations and settings.
- Plan innovative community education and engagement activities to stimulate involvement in targeted communities.
- Reach clients from vulnerable populations in danger of victimization, and survivors of sexual violence (including Sex Trafficking) to increase awareness and utilization of CRCC services and prevention of PTSD, other mental illness and addictions.

- Act as an educational resource and liaison between CRCC and outside organizations and community groups; providing information about the community to agency personnel and information about CRCC services to the community at large.
- Attends relevant community meetings, community fairs, committees and other outreach events.
- Maintains a flexible schedule to accommodate the needs of clients and the agency.
- Assists with duties related to being a staff member at the Cleveland Rape Crisis Center as assigned.
- Maintain outreach and community database.
- Meets productivity expectations of 40%.

**Qualifications:**

- Bachelor's degree in a related field, minimum of two years' experience in community based programs preferred
- Excellent public speaking, presentation and communication skills
- Ability to establish rapport, connect with others and build strong relationships
- Comfort in speaking and working with consumers and potential clients
- Committed to the mission of CRCC to serve survivors and prevent sexual violence
- Possess knowledge of cultural diversity, working with underserved, vulnerable populations and rural communities
- Ability to support and motivate potential clients
- Valid OH driver's license necessary
- Excellent interpersonal skills required; must be able to work well with volunteers and staff

**Hours of Work:** This is a full time nonexempt position (40-hours a week) requiring flexible hours of work for the purpose of meeting the need of survivor of sexual assault. This position requires travel within the community across Lake, Geauga and Ashtabula Counties.

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.