



**Cleveland Rape Crisis Center**  
**Job Description**

**Position:**        **Prevention Specialist**

**Reports to:**    **Senior Director of Educational Services**

---

**Position Summary:**

This is a full time position responsible for providing educational programming designed to prevent sexual violence. Content will be primarily presented to schools, out-of-school-time programs, and other community groups and organizations.

**Principal Duties and Responsibilities:**

- Facilitates best practice prevention programming for youth and the community at large.
- Works with diverse stakeholders—including schools in Cleveland Metropolitan School District, inner-ring suburban public schools, exurban/suburban public schools, private schools, out-of-school-time programs, recreation departments, and countless other community partners.
- Provides educational programming for audiences of all ages, including: occasionally school-aged children; often youth and young adults; and sometimes teachers, parents, and other community members.
- Fosters and maintains working relationships with school personnel and community organizations.
- Creates and implements new programming in the community as needed, under the direction of supervisor.
- Attends ongoing CRCC meetings and trainings.
- Models professional, responsible behavior at all times.
- Prepares written materials, supplies, etc. for each program session.
- Gathers and maintains accurate, completes records of programs and projects (including program sign-in sheets and completed participant pre/post-test evaluations) to provide supervisor with monthly status reports in the database.
- Updates the supervisor of any problems associated with working in the community.
- Assists with the development of documents and reports.

- Completes reporting outcomes in database and other assignments from supervisor in a timely manner.
- Upholds the overall mission, goals, policies and procedures of CRCC.
- Performs other duties as assigned.

**Qualifications:** Strong candidates will have experience working with youth and/or in the field of prevention. Bachelor's Degree or 2-3 years of professional experience in a related field required. Must be a dynamic and engaging public speaker for groups of different sizes. Must be able to work independently, build relationships, and collaborate internally and externally. Must be able to understand and communicate agency mission, and communicate effectively with diverse audiences, staff, volunteers and partners both verbally and in writing. Must be able to travel throughout Cuyahoga County, and possess valid OH driver's license.

**Hours of Work:** This is a full-time nonexempt position (40 hours per work week) requiring and offering flexible hours of week. This position has a flexible schedule for the purposes of meeting the responsibilities of the position, therefore evenings and weekend coverage will be occasionally requested.

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.

Updated 1/14/19