



CLEVELAND RAPE CRISIS CENTER
Job Description

Title: Outreach Specialist – Campus

Reports To: Manager of Campus Services

Position Summary:

The Campus Outreach Specialist connects with multiple campuses in NE Ohio by developing, growing and maintaining relationships with students, faculty, staff and administrative stakeholders to expand the reach of the Cleveland Rape Crisis Center’s programs and engage clients in the Center’s services. The position will increase awareness and utilization of sexual assault services through educational presentations and training, participation in campus stakeholder meetings, community and campus events, and information dissemination. The Campus Outreach Specialist will provide education and training to medical and mental health professionals, campus and community law enforcement personnel, individuals, and groups on campus about CRCC programs and best practices working with survivors of sexual violence. Education and training focuses on responding to sexual violence in a survivor-centered, trauma-informed way, and connecting survivors who have experienced rape and sexual abuse to therapeutic and victim services. In addition, the Campus Outreach Specialist recruits clients for CRCC programs and services by staffing regular walk-in hours at CRCC campus satellite offices, facilitating client intakes, and responding to clients’ immediate needs by providing resources and crisis intervention support on-site.

Principal Duties and Responsibilities:

- Ongoing collaboration with the Manager of Campus Services to inform and implement campus outreach plan aligned with agency strategic outreach goals.
- Disseminate agency materials to a large variety of campus stakeholders, groups on campus, and within the surrounding communities.
- Work with supervisor to develop recruitment plans for prospective clients in line with organizational strategic planning objectives.
- Develop and implement innovative community education and engagement activities to stimulate involvement on campus and within the surrounding communities.

- Reach clients from vulnerable populations in danger of victimization, and survivors of sexual violence to increase awareness and utilization of CRCC services.
- Act as an educational resource and liaison by consulting with outside organizations, community groups and service providers; deliver information to agency personnel and the community at large.
- Monitor and evaluate the effectiveness of outreach activities and make recommendations for adjusting as necessary.
- Attend relevant campus committee meetings, community fairs and other outreach events.
- Initiate relevant committees, meetings and other innovative ways for expanding campus engagement.
- Maintain relationships with collaborative on and off-campus partners and cultivate new ones.
- Maintain a flexible schedule to accommodate the needs of clients and the agency.
- Staff walk-in hours at campus satellite offices, facilitate client intakes and respond to clients' immediate needs.
- Provide creative input to the creation of marketing efforts for campus events, including printed materials, website, social media, and any other campaigns strategically designed.
- Enter outreach activities into organizational database by end of each week.
- Facilitate psychoeducational support groups in collaboration with CRCC therapeutic services team.
- Assist with duties related to being a staff member at the Cleveland Rape Crisis Center as assigned.

Qualifications:

- Bachelor's degree in social work or related field, minimum of two years' experience in community and/or campus-based programs preferred
- Exemplary public speaking, presentation and communication skills
- Ability to connect with others, quickly establish rapport, and forge strong relationships
- Ability to follow up and follow through when faced with communication and partnership challenges
- Committed to the mission of CRCC to prevent sexual violence, serve and advocate for survivors
- Possess the ability to have cultural humility while working with unserved, underserved, inadequately served, marginalized and vulnerable populations
- Ability to support, advocate and empower potential clients
- Excellent interpersonal skills required; must be able to work well with volunteers and staff
- Ability to handle crisis situations with a minimal supervision
- Self-starter, highly motivated, keen attention to detail
- Valid OH driver's license

Hours of Work: This is a full time nonexempt position (40-hours a week) requiring flexible hours of work- some evening and weekend hours expected for the purpose of meeting the needs of survivors of sexual assault. This position requires travel within the county and region.

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.

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