

CLEVELAND RAPE CRISIS CENTER

Position: Bilingual Outreach and Translation Volunteer

Reports to: Hogar Consuelo Manager and Volunteer & Internship Coordinator

Position summary:

The Bilingual Outreach and Translation Volunteer is responsible for assisting the Hogar Consuelo Manager with educating the community about CRCC services and creating an inclusive environment for Spanish speakers to access information and care.

Principle Duties and Responsibilities:

- Attend and successfully complete Volunteer and Ambassador training
- Attend community events on behalf of CRCC Hogar Consuelo with Hogar Consuelo team
- Translate presentations, documents, etc. into Spanish
- Assemble materials for presentation and event preparation
- Distribute literature and materials to community members and organizations across Cuyahoga County

Qualifications:

- Bilingual English and Spanish highly preferred
- Committed to the mission of CRCC to prevent sexual violence, serve, and advocate for survivors
- 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
- Ability to maintain confidentiality
- Possess the ability to have cultural humility while working with unserved, underserved, inadequately served, marginalized and vulnerable populations
- Self-starter, highly motivated, keen attention to detail
- Flexible and adaptable
- Excellent organizational skills
- Valid OH driver's license and reliable transportation

Hours of work: This is a part time position (3-12 hours per week). Flexible scheduling required, weekend and evening hours are occasionally required on an as-needed basis.

Salary: Unpaid

Start: Summer or fall 2019

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 internships 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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