



Cleveland Rape Crisis Center
Job Description

Position: Education and Outreach Specialist

Reports to: Manager of Education & Outreach

Position Summary:

The Education and Outreach Specialist is responsible for providing educational programming designed to prevent sexual violence and other programs as required. Content will be primarily presented in schools to Middle and High School Students; parents, teachers and community members. The Education and Outreach Specialist will also provide presentations outside of school settings such as to out-of-school-time programs, and various organizations requesting prevention presentations. This position is accountable for maintaining timely and accurate program records.

Principal Duties and Responsibilities:

- Facilitate best practice prevention programming for youth and the community at large; including: school-aged children; youth and young adults; and sometimes teachers, parents, and other community members
- Facilitate Most Clubs, Girls Circle's and Youth 360 Programming
- Provide students/community members with CRCC resources and adequately respond to disclosures and service requests
- Foster and maintain working relationships with diverse stakeholders—including schools in Cleveland Metropolitan School District, inner-ring suburban public schools, suburban public schools, private schools, out-of-school-time programs, recreation departments, and other community partners.
- Assure timely follow up with community partners requesting programming
- Implement new programming as needed, under the direction of supervisor
- Prepare written materials, supplies, etc. for each program session
- Attend ongoing CRCC meetings and trainings and all other mandatory state trainings
- Model professional, responsible behavior at all times
- Assure timely and accurate program documentation in Apricot following department policies and procedures
- Assure accurate collection of program sign-in sheets and program outcomes

- Evaluate learning outcomes for each educational program
- Assist with the development of documents, curricula and reports
- Reach or exceed mandatory monthly service hours (40% of time spent providing programming)
- Uphold the overall mission, goals, policies and procedures of CRCC
- Performs other duties as assigned

Qualifications:

Associate’s Degree and 2-3 years of professional experience in a related field required. Experience working with youth in a school-based or public health setting and/ or in the field of prevention required. Ability to work independently, build relationships, and collaborate internally and externally. Ability to effectively communicate agency mission and 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, reliable means of transportation and proof of insurance.

Competencies required:

- Excellent customer service skills
- Excellent presentation and public speaking skills, ability to frame messages
- Knowledge of and ability to adapt to various and developmentally appropriate learning styles
- Ability to effectively address program goals and objectives
- Ability to effectively facilitate groups, including class room management skills
- Critical thinking skills
- Ability to be self-motivated, hold self-accountable and be reliable
- Excellent project and time management skills
- Ability to deliver creative presentations (include auditory, visual and kinesthetic methods)
- Basic crisis intervention skills
- Understands basics and fundamentals of behavior change
- Desire to work with children and youth

Hours of Work: This is a full-time position (40-hours a week) requiring flexible hours of work for the purpose of meeting the need of survivor of sexual assault – some evenings and weekend hours required. This position requires travel within the community.

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.