CLEVELAND RAPE CRISIS CENTER
Job Description

Title: Director of Education and Outreach

Reports To: Chief Program Officer

Position Summary: The Director of Education & Outreach is responsible for coordinating, supervising and overseeing all of Cleveland Rape Crisis Center’ (CRCC) education and outreach activities in Cuyahoga, Lake, Geauga and Ashtabula Counties, with a focus on underserved populations including but not limited to African Americans, Latinx, LGBTQI and the Deaf and Hard of Hearing Community. This position will develop and sustain collaborative partnerships and programs to further the goal of preventing sexual violence. The Director of Education & Outreach reports directly to the Chief Program Officer.

Principal Duties and Responsibilities:

Program Oversight/Operations:

- Develop and implement strategic initiatives that increase stakeholder engagement and clients accessing CRCC services
- Develop and sustain strategic programming for the prevention of sexual violence
- Maintain a high level of knowledge about sexual violence education, prevention and outreach practices
- Assure intentional inclusion of prevention of sexual violence in strategic priorities
- Initiate and guide strategic partnership development with target system stakeholders and populations across four county service area
- Coordinate and conduct trainings and wide variety of educational programs
- Manage and lead outreach and education efforts to a wide variety of audiences, including: cultivating community partnerships to identify new outreach opportunities
- Foster and collaborate partnerships with community leaders, community-based organizations, educational systems, non-profit organizations, faith-based organizations, civic organizations
- Represent Cleveland Rape Crisis Center at community meetings, events and taskforces
- Develop outreach, education and prevention tools, including curricula
- Work with other staff members on an overall outreach and communication plan
- Ensure compliance, record-keeping, and monthly reporting for outreach and education efforts
- Work with the team to support and further the mission and goals of Cleveland Rape Crisis Center
- Collaborate with Program teams in the evaluation and improvement of the CRM system, including the development of internal systems to support the collection and input of data
• Collaborate closely with the Program Chief and Directors to ensure the alignment of outreach strategies and activities across teams, informs CPO of trends

Staff Supervision:
• Supervise all Managers of the Education & Outreach team and work in partnership with the team to develop and maintain an ongoing education, prevention and outreach plans
• Responsible for hiring, orienting and performance management of staff
• Provide regular supervision (individual/team) to assigned program staff/teams
• Responsible for cross team communication, collaboration and regular meetings involving all outreach staff in the organization
• Ensure accountability to standards of equity and inclusion in supervision of staff
• Assure the provision of excellent service, develop/monitor outcome measures do demonstrate that
• Assure that policies and procedures are up-to-date and operations adhere to those policies
• Ensure that all staff complete data entry in a timely manner and comply with CRCCs record keeping guidelines
• Assure that programs and staff achieve set goals

Evaluation:
• Regularly evaluate strategic initiatives and partnerships to assure effectiveness
• In collaboration with CPO, develop and implement outcomes and evaluation tools to assure outreach methods and strategies drive clients to services
• Manage the collection of data to accurately and fully report on the activities of the programs
• Prepare timely written updates and progress reports as necessary

Additional Responsibilities:
• Attend and participate in required meeting and events
• Act in the best interest of the organization, reflecting the values of teamwork, collaboration and mutual respect
• Perform other duties as assigned

Education:
• Bachelor’s degree or equivalent work experience

Qualifications/Experience:
• Demonstrated commitment to education, prevention and/or outreach
• Interest and ability to be externally focused, easily connect with a wide range of audiences and ages, build and sustain relationships
• 5 years of professional experience in community outreach, engagement or in educational settings required
• 2 years of experience in a management or supervisory role required
• Experience in public speaking/conducting trainings for various audiences
• Ability to work effectively in a diverse environment and to promote inclusion and equity in all aspects of the organization’s work
• Well-organized, detail-oriented, able to work on a number of projects at one time
• Excellent oral and written communication skills, interpersonal and supervisory skills
• Ability to communicate effectively with a broad range of individuals and groups
• Proficiency with Microsoft Office programs, knowledge of data base management
• Willing to work a flexible schedule including evenings and weekends as required
• Bilingual a plus
• Must possess Valid OH driver's license

**Hours of Work:** This is a time full time 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.

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.