

**Cleveland Rape Crisis Center  
Job Description**

**Position: Education and Outreach Specialist**

**Reports to: Director of Education and Outreach**

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**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 to children (ages 4-18), parents, teachers and community members. The Education and Outreach Specialist will provide presentations to schools, out-of-school-time programs, and community groups and organizations. The Education and Outreach Specialist will also represent CRCC's mission at various meetings of collaborative groups and organizations. This position is accountable for maintaining timely and accurate program records.

**Principal Duties and Responsibilities:**

- Facilitates best practice prevention and educational programming for youth and the community at large.
- Deliver creative presentations (include auditory, visual and kinesthetic methods)
- Works with diverse stakeholders—focusing on 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.
- Fosters and maintains working relationships with school personnel and community organizations.
- Implements new programming in the community as needed, under the direction of supervisor.
- Develops curricula to best meet the needs of target audiences as needed.
- Develops and works to distribute home-based activities for families
- Attends ongoing CRCC meetings, trainings and community partner meetings.
- Prepares written materials, supplies, etc. for each program session.
- Gathers and maintains accurate, complete 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.
- Performs other duties as assigned.

**Qualifications:** Strong candidates will have experience working with youth and/or in the field of prevention. Candidates who are bilingual are strongly encouraged to apply. BA or 2-3 years of professional experience in a related field required. Must have experience working with diverse populations. Must have the ability to work independently, build

relationships, and collaborate internally and externally; must have the ability to understand and communicate agency mission effectively with diverse audiences, staff, volunteers and partners both verbally and in writing. Effective presentation/public speaking skills are required and the ability to frame messages for various audiences. Must be able to travel throughout Cuyahoga County (and Lake, Ashtabula and Geauga Counties as needed) and possess valid OH driver's license.

**Hours of Work:** This is a full-time nonexempt position (40 hours per work week), requiring flexible hours to meet the needs of the organization. Evenings and weekend hours will be occasionally required.

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.