

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:

- Supervise members of the Education & Outreach team and work in partnership with the team to develop and maintain an ongoing education, prevention and outreach workplans
- Responsible for hiring, orienting and performance management of staff
- Develop and sustain strategic programming for the prevention of sexual violence to include implementing outreach, education and prevention tools, including curricula
- Maintain a high level of knowledge about sexual violence education, prevention and outreach practices
- Initiate and guide strategic partnership development with target system stakeholders and populations across four county service area with a focus on community-based organizations, educational systems, non-profit organizations, faith-based organizations, and civic organizations
- Coordinate and conduct trainings and a wide variety of educational programs with a focus on professionals
- Represent Cleveland Rape Crisis Center at community meetings, events and taskforces
- Ensure compliance, record-keeping, and monthly reporting for outreach and education efforts
- Regularly evaluate strategic initiatives and partnerships to assure effectiveness
- Manage the collection of data to accurately and fully report on the activities of the programs

Qualifications/Experience:

- Bachelor's degree
- 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
- 3 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.