

Cleveland Rape Crisis Center Job Description

Position: Education and Outreach Specialist

Reports to: Manager of Education and 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 to young children (aged 0-8), middle and high school scholars, parents, teachers and community members.

Principal Duties and Responsibilities:

- Facilitates best practice prevention programming for youth, other populations, and the community at large.
- Provides educational programming for audiences of all ages, including school-aged scholars, young adults, and community members.
- Works with diverse stakeholders—focusing on schools in Cleveland Metropolitan School District, preschool programs, inner-ring suburban public schools, and parent-teacher organizations. Secondary stakeholders include: exurban/suburban public schools, private schools, out-of-school-time programs, recreation departments, and countless other community partners.
- Maintains working relationships with school personnel and community organizations.
- Staffs community health/resource fairs.
- 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) and ensure all data is entered into CRCC database.
- Upholds the overall mission, goals, policies and procedures of CRCC.
- Performs other duties as assigned.

Qualifications: Strong candidates will have experience working with youth and/or in the field of prevention. BA or 2-3 years of professional experience in a related field required. Must have ability to work independently, build relationships, and collaborate internally and externally; ability to understand and communicate agency mission, and communicate effectively 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.

Hours of Work: This is a full-time nonexempt position (40 hours a week) requiring and offering flexible hours of week. This position has a flexible schedule for the purposes of meeting the responsibilities of the position.

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.