

CLEVELAND RAPE CRISIS CENTER
Job Description

Title: Manager of Education and Outreach

Reports To: Chief Program Officer

Position Summary: The Manager of Education and Outreach is responsible for providing direct supervision to members of the Education and Outreach team, developing curriculum and facilitating educational workshops for professionals and the community at large to raise awareness of CRCC services and education programming to assist with prevention efforts and access to services for survivors of sexual abuse, rape, and human trafficking.

Principal Duties and Responsibilities:

- Responsible for hiring, training, supervision and performance management of Prevention Specialists and Culturally Specific Project Manager.
- Ensures that programs and staff understand, track, and achieve set goals.
- Responsible for quality improvement activities and ensuring the fidelity of services.
- Supervises staff relationship management of schools, community organizations, and other important prevention partners.
- Provides educational workshops to professionals and assist the team as needed with school-based programming.
- Creates, tailors, and implements new prevention and outreach programs, as needed by community stakeholders.
- Develops leads to partner with new and current key stakeholders—namely out-of-school time organizations, youth-serving organizations, human services organizations, and school districts.
- Serves on community-based committees to represent CRCC.
- Tracks and reports on outcome data for educational programming. Delivers training programs and utilizes other CRCC staff and outside trainers as needed.
- Builds a network of neighborhood ambassadors who understand CRCC services and programming
- Along with the Director of Education and Outreach convenes prevention and outreach events geared towards youth and culturally specific communities.
- Performs other duties as assigned.

Qualifications: Required—Bachelor’s degree with two (2) years of full-time (or the equivalent of full-time) experience providing programming and services to diverse communities. Require additional one (1) year of experience in a health, social services or

community-based program with responsibility for supervision of staff and community resource coordination. Demonstrated fairness and sound judgment; demonstrated ability to manage and prioritize multiple and simultaneous requests for services; to remain calm and reassuring in crisis situations and to intervene appropriately. Must have ability to build relationships, collaborate internally and externally, and communicate effectively with diverse audiences, staff, volunteers and partners both verbally and in writing. Must be willing to build community relationships with stakeholders in historically un- and under-served neighborhoods. Exemplary public speaking skills preferred. Experience, professional and personal, with Cleveland Metropolitan School District preferred. Must be able to travel in North East Ohio and have valid driver's license.

Hours of Work: This is a full-time position (40 hours per work week). Flexible scheduling required, weekend and evening hours are occasionally required, on an as needed basis. This is a salary exempt 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.