Cleveland Rape Crisis Center
Job Description

Title: Anti-Human Trafficking Outreach Coordinator
Reports: Director of Anti-Human Trafficking and Advocacy

Position Summary:
The primary responsibility of the Anti-Human Trafficking (HT) Outreach Coordinator is to increase the awareness of services at the Human Trafficking Drop-In Center. The Anti-Human Trafficking Outreach Coordinator will develop new external partnerships and cultivate existing relationships with key external partners. The Anti-Human Trafficking Outreach Coordinator is responsible for the creation, coordination, and implementation of the on-the-ground outreach tactics in Cleveland Rape Crisis Center’s four service counties (Cuyahoga, Lake, Geauga, & Ashtabula). Through this successful delivery of a variety of outreach services, the HT Outreach Coordinator will help to establish Cleveland Rape Crisis Center as the premier provider for survivors of rape, sexual abuse and human trafficking.

Principal Duties and Responsibilities: Anti-Human Trafficking Outreach Coordinator

- Creates, implement, and evaluates outreach plans in collaboration with the Director of Anti-Human Trafficking and Advocacy and Chief Program Officer.
- Disseminates Cleveland Rape Crisis Center Human Trafficking Drop-In Center’s materials to a variety of organizations and venues.
- Provides professional training in the identification, awareness, and prevention of human trafficking.
- Facilitates psychoeducational workshops addressing human trafficking and sexual violence.
- Attends monthly human trafficking coalition meetings, community meetings, community fairs, and other outreach events to generate client referrals.
- Creates and executes community engagement activities to increase awareness that human trafficking.
- Acts as an educational resource by providing information regarding CRCC’s services to external partners and community members.
- Monitors and evaluates the effectiveness of outreach activities and makes recommendations for adjusting as necessary.
- Assists with duties related to being a staff member at the Cleveland Rape Crisis Center as assigned.
- Maintains outreach and community activities in agency’s database.
Qualifications: Anti-Human Trafficking Outreach Coordinator

- Bachelor’s degree in related field, minimum of two years’ experience required.
- Excellent public speaking, presentation, and communication skills
- Ability to connect with others and forge strong relationships
- Committed to the mission of CRCC to serve survivors and prevent sexual violence
- Possess knowledge of cultural diversity, working with underserved and vulnerable populations
- Ability to support and motivate potential staff and clients
- Valid OH driver’s license. Must be able to work well with volunteers and staff and to communicate effectively. Ability to handle crises with a minimum of supervision.
  Excellent interpersonal skills are required.

Hours of Work: Anti-Human Trafficking Outreach Coordinator

This is a time full-time (40-hours a week) non-exempt position requiring flexible hours (evenings and two Saturdays a month) of work to meet the need of survivors of sexual assault. This position requires travel within the community across Cuyahoga County.

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.