

## **CLEVELAND RAPE CRISIS CENTER JOB DESCRIPTION**

**POSITION:** ANTI-HUMAN TRAFFICKING OUTREACH COORDINATOR  
**REPORTS TO:** MANAGER OF EDUCATION AND OUTREACH  
**SUPERVISES:** N/A  
**FLSA STATUS:** NON-EXEMPT

### **Mission Statement**

Cleveland Rape Crisis Center (CRCC) supports survivors of rape and sexual abuse; promotes healing and prevention; and advocates for social change.

Founded in 1974, Cleveland Rape Crisis Center (CRCC) has grown from a grassroots, volunteer-run hotline to a 70 plus employee nonprofit organization. CRCC provides counseling, victim advocacy, case management, prevention programs, and 24-hour crisis services to survivors of rape, sexual abuse, and human trafficking as a nationally recognized program.

### **The Opportunity**

This is an exciting time to join Cleveland Rape Crisis Center as a dynamic member of our Education and Outreach Team! The successful candidate will provide professional training in the identification, awareness, and prevention of human trafficking.

### **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.

### **Essential Job Functions**

- 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**

- Bachelor's degree in related field and/or minimum of two years of experience required
- Excellent public speaking, presentation, and communication skills
- Ability to connect with others and forge strong relationships
- Demonstrated understanding of how the overlap of various social identities (race, gender, gender identity, class, sexuality, etc.) contributes to the specific systemic oppression and discrimination experienced by an individual
- 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
- 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
- Valid OH driver's license

### **Hours of Work**

This is a full-time (40-hours a week) non-exempt position requiring flexible hours (evenings and 2 Saturdays a month) of work to meet the need of survivors of sexual assault. This position requires travel within the community across Cuyahoga County.

### **Compensation and Benefits**

The successful candidate will be offered a competitive compensation package including salary, 403(b) contributions and match, medical, dental and vision, generous paid time off including 4 weeks vacation, 12 sick days, 10 paid holidays, 2 floating holidays, and 4 self-care days.

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.

