



Position Description: Community Education Director

The Orange County Rape Crisis Center's mission is to stop sexual violence and its impact through support, education, and advocacy. We envision a just and equitable world free of sexual violence and all other forms of oppression. Our values include professionalism, excellence, accessibility, social justice, community involvement, self-care, and empowerment.

The **Community Education Director** position is considered full time, exempt in accordance with the Fair Labor Standards Act, and requires regular hours as well as frequent evenings and weekends. The CSD reports to the Executive Director.

Responsibilities:

1. Program Administration

- Oversee all community education services, including elementary and secondary education, community and professional trainings.
- Work with community education staff to monitor progress of programmatic goals, including the regular review of data and processes, preparation of relevant grant reports and applications, evaluation of programs, and assessment of program development and resource needs.
- Ensure program compliance with agency policies and protocols, grant conditions, and ethical standards in the field.
- Oversee the expansion of fee-based education programming.
- Serve as the primary contact for the Community Education program, including regular communication with parents and school administrators, as needed.
- Provide regular process, output, and outcome reports on program intervention and prevention activities to agency stakeholders.
- Supervise program operations including: curriculum design, program presentation, and data collection.
- Assist agency staff, volunteers, and clients when questions about prevention or education arise in agency programs and services.
- Monitor follow-ups on red flags and disclosures of sexual abuse resulting from classroom and community education interventions.
- Serve as the primary back-up presenter for all school-based education programs.

2. Staff Management

- Serve as the direct supervisor for the Youth Education Coordinator, Rape Prevention Education Coordinator, and Community Education Assistant(s). Staff supervision includes but is not limited to coordinating hiring processes, monitoring progress, encouraging professional development and self-care, administering performance evaluations, and assisting with day-to-day issues.
- Work with supervisees on follow up and stewardship of program stakeholder relationships as needed.
- Work with local higher education programs to provide internship opportunities for students.

3. Community Outreach and Professional Training

- Serve as the primary contact for educational requests from community members
- Oversee development and delivery of custom educational programs for diverse audiences
- Provide training to professionals in the community on prevention, intervention, survivor support, and other topics as requested.
- Oversee outreach efforts to underserved populations, including but not limited to African-American residents, rural residents, and low-income residents.
- Manage Ambassador Program volunteer training, including:
 - Recruit, screen, and train volunteer Community Educators.
 - Facilitate training sessions and recruit supplemental presenters as needed.
 - Develop and coordinate ongoing continued education and in-service training for volunteers and staff related to the Community Education Program.
- Serve as the primary agency contact for academic and professional consultations, . Provide relevant consultation when appropriate, or delegate to other staff as needed. Maintain records of all professional and academic consultation.

3. *Agency Leadership*

- Work closely with the Executive Director, bringing programmatic issues and needs to their attention regularly.
- Work closely with agency Directors to ensure cross-team communication and collaboration.
- Assist in the agency's efforts to maintain self-care by organizing self-care opportunities for staff and volunteers.
- Oversee and assist with collaborative efforts to build strategic community relationships and partnerships
- Work closely with agency Directors, staff, and Board of Directors to advance the Racial Equity Strategic Plan and related efforts of the agency
- Represent the agency in community events and meetings in the absence of the Executive Director; work with staff and the Board of Directors to maintain agency operations.

4. *General Responsibilities*

- Complete any other tasks and trainings deemed necessary by the Executive Director.
- Work as a team member in order to achieve the mission of the Center.
- Maintain appropriate standards of confidentiality.

5. *Special Responsibilities*

- In accordance with the agency's emergency plans, the CED may be requested to complete some duties of the Executive Director in the event of a vacancy or short-term absence in the ED position. At said time, additional compensation may be negotiated.

Qualifications Required:

1. Minimum of 3+ years of professional program management experience.
2. Ability to provide and receive constructive criticism in a productive way.
3. Experience developing customized educational programs for a variety of audiences ,
4. Demonstrated experience managing, leading, and supervising diverse teams and building positive, supportive relationships with supervisees.
5. At least three years of experience in sexual assault services, counseling, or related field.

6. Experience working with crisis issues on an emergency, on-call basis.
7. Demonstrated effectiveness in communicating ideas both verbally and in writing.
8. Demonstrated effectiveness in coalition-building and/or working on multidisciplinary teams.
9. Experience implementing services for people of color and other underserved populations.
10. Demonstrated cultural awareness, humility, and competency.
11. Flexibility and ability to adapt to rapidly changing environments.
12. Commitment to self-awareness, ethical practice, and setting appropriate boundaries.

Qualifications Preferred:

1. Bilingual in English and Spanish.
2. Familiarity with risk reduction and primary prevention models.
3. Experience working with schools as a community partner.
4. Experience delivering services to rural populations.
5. Familiarity with community resources available for survivors of sexual violence.

Salary: Dependent upon education and experience. Hiring range: \$40,000-\$53,500.

Benefits: Health, life and dental insurance; retirement investment plan; generous leave package