



Bilingual Rape Prevention Education Assistant

Position Description

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 **Bilingual Rape Prevention Education Assistant** position is an 8-month, part-time position requiring 10-15 hours per week from October 1, 2020-June 1. It is classified as non-exempt, in accordance with the Fair Labor Standards Act. Will be paid on a contractual basis: \$15/hour, not to exceed 400 hours. Remote position with access to internet required.

Responsibilities:

1. Assist Rape Prevention Education Program Manager in adapting the OCRCC primary prevention education program to an online platform, including programs for teens, parents, and professionals.
2. Present virtual agency educational programs by request at schools and other settings in English and Spanish.
3. Translate virtual programs and other agency materials into Spanish.
4. Provide Bilingual content-creation support to the OCRCC's teen-focused social media.
5. Assist Center's Rape Prevention Education Program Manager with administration of the Community Education Program, which includes tasks such as preparing monthly reports, record keeping, volunteer contacts, data entry, and preparation of materials.
6. Conduct follow-up and make referrals for individuals who raise concerns during Center's programs; this includes working with Community Education staff and school guidance counselors and/or the Department of Social Services when disclosures involve child abuse.
7. Assist with designing virtual outreach and educational materials.
8. Work as a team member in order to achieve the mission of the Center.
9. Complete all relevant trainings and other tasks as required.
10. Assist with in office program support tasks.
11. Maintain appropriate standards of confidentiality.

Qualifications Required:

1. Bilingual in English and Spanish.
2. Demonstrated effectiveness in public speaking and program presentation, including clear communication of complex concepts to children and adolescents.
3. Demonstration of cultural awareness, sensitivity, and competency.
4. Commitment to approaching rape prevention education from an anti-oppression framework.
5. Comfort working with and speaking of issues surrounding sexual violence.

Qualifications Preferred:

- Previous completion of OCRCC volunteer training.
- Experience working with issues of sexual violence.
- Experience working with school-age children and/or adolescents.

Responsible to: Rape Prevention Education Program Manager of the Orange County Rape Crisis Center

Hourly: \$15

To Apply: Submit a cover letter, resume, and 2-3 professional references to jobs@ocrcc.org with “Bilingual Rape Prevention Education Assistant” in the subject line. No phone calls, please.

Deadline to Apply: Rolling

Anticipated Start Date: October 1, 2020

The Orange County Rape Crisis Center is committed to fostering the leadership of people of color, Native people, immigrants and refugees, low-income people, LGBTQ+ and trans people, people with disabilities, survivors of sexual and/or domestic violence, and people living in the many intersections of these experiences. We strongly encourage people from these communities to apply and will not discriminate on the basis of race, ethnicity, color, socioeconomic class, gender identity, gender expression, sexual orientation, sex, religion, disability status, citizenship status, age, veteran status, or national origin.*