



## **Youth 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 **Youth Education Assistant** position is an 8-month, part-time position requiring 8-10 hours per week from October 1, 2020-June 1, 2021. 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 Youth Education Program Manager in adapting the OCRCC child sexual abuse prevention education program to an online platform.
2. Present virtual agency educational programs by request at schools and other settings.
3. Assist Center's Youth 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.
4. 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.
5. Work as a team member in order to achieve the mission of the Center.
6. Complete all relevant trainings and other tasks as required.
7. Assist with preparation of virtual outreach and educational materials.
8. Maintain appropriate standards of confidentiality.

**Qualifications Required:**

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

**Qualifications Preferred:**

- Experience with virtual curriculum development, including but not limited to educational video production and editing, content writing and design, and utilization of communication tools.
- Previous completion of OCRCC volunteer training.
- Experience working with issues of sexual violence.
- Experience working with school-age children and/or adolescents.
- Bilingual in English and Spanish.

*Responsible to:* Youth 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](mailto:jobs@ocrcc.org) with “Youth 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.*