



## **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:

1. This is a 9-month, part-time position requiring 10 hours per week during the 2021-2022 academic year. 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.
2. Morning schedule is required, with some weekend and evening flexibility. Generally, hours worked will range Monday-Friday between 7:30 a.m. to 3:30 p.m.
3. Requires reliable transportation for travel to and from school programs in Orange County and Chapel Hill-Carrboro City Schools. Mileage reimbursement for work-related travel is available.
4. Pursuant with shifting pandemic conditions, the position may require access to internet in the event of schools shifting back to remote instruction.

### **Responsibilities:**

1. Present rape prevention education programs on behalf of the Center, primarily in public middle and high school settings, and in elementary school settings upon request.
2. On occasion present agency educational programs by request at independent schools and other settings.
3. 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.
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. Represent the Center at community tabling and outreach events as needed.
6. Work as a team member in order to achieve the mission of the Center.
7. Complete all relevant trainings and other tasks as required.
8. Assist with in office program support tasks.
9. 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 rape prevention education from an anti-oppression framework.
4. 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.
- Bilingual in English and Spanish.

**Responsible to:** Rape Prevention Education Coordinator 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 Rape Prevention Education Assistant" in the subject line. No phone calls, please.

**Deadline to Apply:** Rolling

**Anticipated Start Date:** August 30, 2021.

*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.*