



## **Community 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, service equity, social justice, community involvement, self-care, and empowerment.*

The Education Assistant position is considered part time, non-exempt in accordance with the Fair Labor Standards Act at 15-20 (up to 30 available) hours per week. It is paid hourly at \$16.50 per hour.

- The position requires morning availability, with some weekend and evening flexibility. Generally, hours worked will range Monday-Friday between 7:30am to 3:30pm.
- This position requires reliable transportation for travel to and from school programs and outreach events in Orange and surrounding Counties. Mileage reimbursement for work-related travel is available.
- This position may require internet access in the event of remote school instruction and/or delivery of virtual programs or presentations.

### **Responsibilities:**

1. Present child sexual abuse and rape prevention education programs on behalf of the Center in local elementary, middle, and high schools.
2. Assist OCRCC's Education Program Manager with administration of the Community Education Program. This includes a variety of tasks, for example, preparing monthly reports, record keeping, contacting and engaging with volunteers, data entry, and preparing materials.
3. Conduct follow up and make referrals for individuals who raise concerns during Center's programs; this includes working with Community Engagement and Education staff and school guidance counselors and/or the Department of Social Services when disclosures involve child abuse.

4. In collaboration with Community Engagement Manager, represent OCRCC at community outreach events by tabling or presenting programs for local community organizations and community groups.
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 in-office program support tasks.
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 rape prevention education from an anti-oppression framework.
4. Comfort working with and speaking of issues surrounding sexual violence.

**Qualifications Preferred:**

1. Previous completion of OCRCC volunteer training.
2. Experience working with issues of sexual violence.
3. Experience working with school-age children and/or adolescents.
4. Bilingual in English and Spanish

**Reports to:** Education Program Manager of the Orange County Rape Crisis Center

**Pay:** \$16.50 / hour

**To Apply:** Submit a cover letter, resume, and 3 professional references to [jobs@ocrcc.org](mailto:jobs@ocrcc.org) with "Community Education Assistant" in the subject line. No phone calls, please.

*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.*