

Cleveland Rape Crisis Center

Position: Outreach Project Manager
Reports to: Director of Education and Outreach

Position Summary: The Outreach Project Manager works closely with the Director of Education and Outreach and the Deaf Pathways collaborative team, to develop culturally responsive access to services for deaf and hard of hearing survivors of rape, sexual abuse and other forms of interpersonal violence. The Outreach Project Manager leads the collaboration in seeking culturally informed community driven solutions to effectively serve survivors and their supporters. The Outreach Project Manager will also develop a strategic plan with support from technical assistance through the Office on Violence Against Women (OVW) and will support implementation, evaluation of outcomes and assurance of program sustainability. The Outreach Project Manager will assist with increasing CRCC's visibility in other culturally specific communities.

Principal Duties and Responsibilities: Outreach Project Manager

- Lead collaboration through planning and development phase, culminating in the creation of a strategic plan, with technical support from OVW.
- Investigate the needs, strengths and gaps for sub-sets of people with hearing loss or deafness, e.g. teenagers, men, etc. as part of the needs assessment portion of strategic planning.
- Research, identify, develop, and evaluate reliable assessment tools, training curricula and best practice policies related to sexual violence and access to service for the deaf and hard of hearing community.
- Assist with review of pilot agency policies, procedures, and practices; make recommendations to improve practice around engaging deaf and hard of hearing individuals and communities in services across the continuum of care for survivors of sexual violence.
- Serve as liaison to Vera, technical assistance agent in partnership with OVW.
- Develop and coordinate submission of deliverables to ensure document process and products are aligned with OVW expectations and meeting deadlines.
- Manage meeting scheduling and project plans, set/reinforce milestones and deadlines, develop agendas, document and facilitate decisions regarding planning and development of deliverables.
- Complete performance indicators and support the grants and contracts team in collection and submission of data as well as tracking activities for reporting.
- Develop and facilitate educational and outreach activities to the broader community.
- Ensure comprehensive and timely data entry into CRCC's database.
- Perform other duties as assigned.

Qualifications: Outreach Project Manager

- Bachelor's Degree with 3 years' experience in a related field required.
- Must have strong skills in project management, planning, and execution.
- Proven demonstration of excellent communication skills, organizational abilities, and attention to detail.
- Must have ability to build relationships, collaborate internally and externally, and communicate effectively with diverse audiences, staff, volunteers and partners both verbally and in writing.
- Ability to facilitate productive work groups and manage conflict is essential.
- Ability to effectively manage multiple tasks, deadlines and deliverables.
- Possess knowledge and understanding of cultural diversity working with underserved and vulnerable populations.
- Needs to understand service delivery across continuum of care regarding survivors of sexual violence.
- Commitment to social justice and building culturally responsive solutions to the prevention and treatment of sexual violence is required.
- Experience in the development, review and drafting of policies preferred.
- Public health and/or community-based program development preferred.
- Fluency in American Sign Language and comprehensive understanding of Deaf Culture preferred. While this is a not a *required* skill or ability, a willingness to learn is essential.
- Valid OH driver's license required.

Hours of Work: This is a full-time position (40-hours a week) requiring flexible hours of work for the purpose of meeting the needs of survivors of sexual assault; some evenings and weekend hours may be required. This position also requires some travel within the community.

Cleveland Rape Crisis Center is dedicated to building a culturally diverse and pluralistic staff committed to teaching and working in a multicultural environment. Qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, sexual orientation, gender identity/expression, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Apply Here:

<https://clevelandrapecrisis.org/about-us/careers/>