

**Santa Barbara Rape Crisis Center
Centro Contra La Violación Sexual**

**Job Announcement
Community Education Assistant**

Status: Part-time, Non-Exempt
Benefits: Sick Leave, Employee Retirement through Simple IRA
Supervisor: Community Education Coordinator

A. ADMINISTRATION OF PROGRAMS

1. Conduct outreach for the Community Education and Self-defense Programs within the Spanish speaking communities.
2. Conduct community education and sexual assault prevention presentations in Spanish and link other forms of oppression.
3. Ensure the development and implementation of recruitment strategies for obtaining volunteers from the Spanish speaking communities.
4. Conduct data entry related to the services provided. Review the accuracy of statistical reports regarding Spanish language Community Education & Self-defense Programs.
5. Maintain administrative files pertaining to the Spanish language Community Education and Self-defense Programs.

D. MARKETING & RESOURCES:

1. Ensure that information about SBRCC's services is available to the Spanish speaking community in a uniform manner in order to promote SBRCC logo and identified marks.
2. Conduct Spanish language media interviews and write public service announcements.
3. Maintain a current media list of Spanish language print, broadcast and on-line media.
4. Implement the use of Spanish language program-related written materials. Ensure all materials used are culturally and linguistically competent.

E. VOLUNTEER MANAGEMENT:

1. Prepare and facilitate the Speakers' Bureau Trainings in Spanish as needed.
2. Ensure appropriate supervision and trainings of Spanish speaking Speakers' Bureau Members on a regular basis.
3. Update Speaker's Bureau Training Manual as needed.

G. OTHER RESPONSIBILITIES:

1. Attend training and research the subject of sexual assault as necessary to enhance skills and increase knowledge base.
2. Maintain a positive working relationship with coalitions and community groups in order to ensure successful coalition building.

QUALIFICATIONS

1. AA required, preferably in education, marketing, sociology or related field. Can substitute 2 years of experience relevant to the duties outlined above.
2. Must be fluent and literate in Spanish. Bilingual and biliterate in Spanish/English **a plus.**
3. Excellent public speaking skills, including interface with media.

4. Excellent public relations skills. Considerable use of tact, diplomacy, discretion and judgment.
5. Strong written communication skills in Spanish.
6. Completion of CI Training within 3 months of hire (SBRCC will provide this training). Working knowledge of and sensitivity to issues related to sexual violence.
7. Knowledge of issues pertinent to marginalized communities, especially the Spanish speaking community. Experience in developing educational programs that address the needs of these communities.
8. Experience in working effectively with staff, volunteers and/or community agencies of diverse political, cultural and socio-economic backgrounds.
9. Demonstrated ability to motivate & coordinate the efforts of others in a positive manner.
10. Strong skills in volunteer management, recruitment, training and retention.
11. Well organized with excellent skills in time management & attention to detail.
12. Ability to work independently and as part of a team.
13. Computer literate with knowledge of Microsoft suite. Strong Internet research skills. Well versed in the use of social media.
14. Reliable transportation

Resume deadline: Open until filled. Submit cover letter, resume and three references to:

E. Granados, Executive Director
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Santa Barbara, CA 93101
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