

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

**Job Announcement
Community Education Coordinator**

Status: Full-time, Non-Exempt

Benefits: Health Care Insurance, Vacation, Sick Leave, and Employee Retirement through Simple IRA

Supervisor: Executive Director

A. ADMINISTRATION OF PROGRAMS

1. Set standards and provide leadership for the Community Education and Self-defense Programs. Responsible for the coordination of the Community Education and Self-defense Programs
2. Conduct community education and sexual assault prevention programs and link other forms of oppression.
3. Ensure the development and implementation of recruitment strategies for obtaining volunteers from diverse segments of the community.
4. Enter data related to community education statistics. Review the accuracy of quarterly statistical reports regarding Community Education and Self-defense Programs.
5. Maintain administrative files pertaining to the Community Education and Self-defense Programs.

D. MARKETING & RESOURCES:

1. Ensure that information about SBRCC's services is available to the public in a uniform manner in order to promote SBRCC logo and identified marks.
2. Ensure the implementation of the Media Protocol.
3. Maintain a current media list.
4. Collect and maintain written, audio, visual information concerning sexual assault.
5. Coordinate the design and implementation of all program-related written materials.
6. Ensure timely updates and posting on SBRCC's social media accounts.

E. STAFF SUPERVISION & VOLUNTEER MANAGEMENT:

1. Prepare and facilitate the Speakers' Bureau Trainings.
2. Ensure appropriate supervision and trainings of Speakers' Bureau Members on a regular basis.
3. Update Speaker's Bureau Training Manual on a yearly basis.
4. Ensure appropriate supervision and training of Self-defense Instructor.

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. BA required, preferably in education, marketing, sociology or related field.
2. Bilingual Spanish/English **REQUIRED**.
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.
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. 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 and 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. Working knowledge of statistics and statistical gathering methods.
14. Computer literate with knowledge of Microsoft suite. Strong Internet research skills. Well versed in the use of social media.
15. Reliable transportation

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

E. Granados, Executive Director
433 E. Cañón Perdido St.
Santa Barbara, CA 93101
sbrcc@sbrcc.net