



## Education and Community Engagement Specialist

Requisition # 50199BR

Job Function: Health Care

Location: Cambridge, MA

Department: Office of Sexual Assault Prevention and Response

Time Status: Part-time

Salary Grade: 057

### Job Summary

**The Education and Community Engagement Specialist** works closely with staff to develop and facilitate meaningful programming to effect attitudinal and behavioral change across the community. This position facilitates groups in an effort to foster culture change programming with student organizations, teams, and University departments, as well as designs and hosts community events and programs that foster healthy communities. This role is also responsible for research and communication to the OSAPR team on current trends, gray and academic literature, popular culture, and issues to ensure relevant programming, training, and outreach activities. The Specialist prepares administrative reports documenting outreach, community engagement, and education activities, analyzes data to assist in predicting resource needs, and assists the Director in developing range education, outreach, and community engagement plans. Working with others in OSAPR for the design and content, this role oversees and assists with the design of the health communication materials of OSAPR, including but not limited to campaigns, promotional material, website, and social media. As a member of the OSAPR team, the Education and Community Engagement Specialist also provides direct service to the community through coverage of the OSAPR 24/7 hotline and serves as an initial intake counselor as needed. The position develops community partnerships and works with other community resources to build a culture of respect, mutuality, and support for all members of the Harvard community. Other duties as required. The position requires evening and some weekend work; flexible schedule negotiable.

### Education and Community Engagement (80%)

- Applies advanced concepts to and conducts wide-ranging needs analysis for programming on interpersonal violence prevention programs
- Designs and implement strengths-based programming tailored for existing groups of Harvard affiliates (e.g., student organizations, University departments, athletics teams, etc.) to create a culture that reduces the likelihood of interpersonal harm
- Designs and facilitates programs, workshops, and campaigns to effect culture change:
  - Creates consistent messaging in all workshops, programs, campaigns, and trainings to meet the goals and objectives of OSAPR
  - Collaborates with Title IX officers and coordinators to incorporate policy, procedure, and language into OSAPR's prevention framework in a mutually supportive manner across the schools
  - Develops strategies to increase participation of students, faculty, and staff in OSAPR workshops
  - Documents and tracks all outreach and engagement efforts

- Creates and oversees relevant health communication strategies
  - Creates materials to support OSAPR's educational mission
  - Monitors website and manages social media.
  - Makes recommendations to the Director for strategy and use of social media
- Works with staff to provide residential-based prevention events
- Oversees the implementation of media-literacy programming and Sexual Literacy Programming
- Develops strengths-based programming to support and enhance healthy relationships
- Develops initiatives for awareness campaigns and observance months such as Sexual Assault Awareness Month and Relationship Violence Awareness Month.

#### Research, data collection, analysis (10%)

- Researches and reports to the team on current trends, gray and academic literature, popular culture, and issues to ensure relevant programming and outreach activities
- Provides administrative reports quarterly and ad hoc to the Director and other relevant stakeholders on trends in outreach activities

#### Direct Service Provider (10%)

- Supports coverage to the OSAPR 24/7 hotline
- Serves as an initial intake counselor, as needed, to support the direct services of OSAPR

### **Basic Qualifications**

Master's degree in public health, education, mental health, or relevant social science with 3 years' relevant professional experience or Bachelor's degree with 5 years' relevant professional experience

### **Additional Qualifications**

- In-depth and interdisciplinary knowledge of sexual and gender-based violence, identity, and power dynamics
- Flexibility and willingness to work on evenings and weekends to conduct educational events at the different schools at times that best fit student schedules
- 40-hours rape crisis certification (or willingness to complete within 6 months of hire)

### **Additional Information**

- Excellent written and oral communication skills.
- Experience in university setting
- Proficiency in other languages

### **Schedule**

This is a 30 hours per week position.  
Monday - Friday 6 hours per day.

### **EEO Statement**

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.