



Assistant Director of Research & Training Rape Crisis & Victim Services Program

The Women's Center is seeking a full-time Master level professional for the Rape Crisis and Victim Services Program to plan and supervise the day-to-day development, management, and operations of the Community Education Department in conjunction with the Program Director.

DUTIES AND RESPONSIBILITIES INCLUDE:

- Works effectively to lead a professional and impactful team
- Recruits, trains, and retains Community Education Services Coordinator, Community Education Specialist, Training & Outreach Specialist, and Play it Safe!® Trainer positions
- Develops and presents educational programs to adults, children, or professionals on risk reduction and other topics including sexual assault and child sexual abuse, interpersonal violence, and other violent victimizations
- Develops and maintains professional relationships with school districts, entities within the criminal justice system (including law enforcement agencies), medical personnel and other community professionals
- Provides on-going leadership for collaborative educational projects
- Represents the program in the media as requested
- Maintains active membership in committees, councils and organizations that can be of assistance in furthering the goals of the Community Education department
- Seeks ways to expand and market Community Education services offered by The Women's Center
- Reviews and develops curriculum for Play it Safe! ® on a regular basis to ensure educational materials remain effective, research-based, and relevant to the various intended audiences

REQUIREMENTS

- Master's Degree in Social Work or Related Field
- Must have access to regular and reliable transportation, valid driver's license, automobile insurance, and be prepared to drive own vehicle on Center business
- Must be available for workdays/hours of Monday through Friday between 9:00am -5:00pm. Some early mornings, evenings and weekends will be required as duties demand.



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PREFERRED EXPERIENCE

- Three years' experience in Community Education/Training
- Supervisory experience
- Knowledge of various educational theories
- Knowledge of research tools and methodology
- General knowledge of crisis intervention theory and techniques, community and community resources, and women's issues including sexual assault and abuse

Job Type: Full-time

Salary Range: \$72,000 - \$81,000

E-mail resume and cover letter to: RCVSadmin@womenscentertc.org

SUBJECT LINE: Assistant Director of Research & Training

NO PHONE CALLS PLEASE

Deadline for resume and cover letter: August 21, 2026 at 5:00PM

Women's Center is committed to maintaining an environment which is free of discrimination, harassment, or retaliation on the basis of race, color, religion, sex, age, disability, or any other status protected by federal, state, or local laws. Accordingly, all Center employees are responsible for complying with this non-discrimination policy in the conduct of their jobs.