



**Girls Inc. of the Seacoast Area Mission:** To inspire all girls to be strong, smart and bold.  
**Jeanne Geiger Crisis Center Mission:** To empower individuals and engage communities to end domestic violence.

Job Title: Youth Empowerment Services Coordinator	Salary: \$52,500 to \$56,000
Reports To: Children’s Safety Program Coordinator	FLSA: Full-time, Exempt
Supervises: Youth Advocates, Interns	
Location: Amesbury	Date: March 2024

**Who We Are:**

The Jeanne Geiger Crisis Center is a nonprofit organization that provides comprehensive services to meet the complex needs of adult and child survivors of domestic violence. We have offices in Newburyport, Amesbury, and Lawrence, Massachusetts.

The Center is committed to social and racial justice and to creating a diverse, inclusive, and equitable society. We are an equal opportunity employer and are dedicated to fostering an environment where people from all backgrounds and lived experiences thrive and feel they belong.

Through our organization values, we commit to:

- Provide empathetic and trauma-informed services.
- Center social justice and equity.
- Use a strengths-based, survivor-led approach.
- Work collaboratively within our communities.
- Practice with heart and a holistic mindset.

We invite you to join us in our mission to empower individuals and engage communities to end domestic violence, and to elevate voices and learn from those most impacted by gender inequity, racism, oppression and ongoing marginalization.

As an equal opportunity employer, we are committed to workforce diversity and hiring people with diverse backgrounds and life experiences. Survivors, people who are bilingual/bicultural, people of color, people with disabilities, and members of the LGBTQ+ community are strongly encouraged to apply.

**Youth Empowerment Services:**

The Center’s Youth Empowerment Services (YES) use research-based and nationally recognized approaches to educate girls, boys and students who are non-binary. These are violence prevention programs that teach elementary, middle and high school students how

to lead conversations about healthy relationships, recognize signs of an abusive relationship, and become empowered to make positive and healthy decisions.

Each of our YES programs works towards fostering healthy, safe and equitable relationships for youth, helping them thrive through meaningful connections in safer communities.

The Jeanne Geiger Crisis Center believes that girls are stronger, more confident, and less likely to become victims of domestic violence when they are empowered through education. Girls Inc. of the Seacoast Area (GISA) is a program of the Center's Youth Empowerment Services and works with girls ages 6-16. GISA is an affiliate of Girls Incorporated®, a national research, education and direct advocacy organization that inspires girls to be strong, smart, and bold. The Girls Inc. national network includes research-based curricula delivered by trained professionals to equip girls to achieve academically; to lead healthy and physically active lives; to manage money; to navigate media messages; and to discover an interest in science, technology, engineering, art, and math.

**Primary Responsibilities:** The Program Coordinator is responsible for supporting success, growth, and innovation for the Center's Youth Empowerment Services. Through strong supervision and leadership, the Program Coordinator helps to create a vision for this program that is in line with the agency's mission. Program design is informed by the Center's strategic plan, trends, and best practices in the fields. The Program Coordinator executes the vision through staff supervision and program design.

**Major Duties:**

- Implement research-based programming throughout the school year, school vacations and summer. Programs occur within our catchment area.
- Cultivate and maintain positive relationships with school personnel, other collaborative partners, and community members.
- Provide individual and group supervision for the YES team. Help individual supervisees manage performance and reach career goals through an annual review process and support the efforts of all YES staff to work harmoniously towards shared objectives.
- Complete monthly, quarterly, and annual reporting as needed for grant funders and agency needs.
- Attend collaborative community meetings to support the goals of the program.
- Participate in larger agency staff meetings and working groups to support the overall work of The Center and share ideas for better collaboration, update with trends observed by YES staff, and work through concerns.
- Oversee creation of youth-led leadership council
- Oversee, enter and maintain the department data for Girls Inc and Youth Empowerment Program.
- Attend and participate in local and national outside trainings, functions, and conferences as needed.
- Be an active member of Girls Inc. National, Jane Doe, Inc. White Ribbon and Prevention and Education initiatives.
- Recruit and oversee college interns and volunteers.
- Help plan and organize fundraising events to support YES.
- Create content for and monitor YES's presence on social media.

- Assist in recruiting for open positions, conduct interviews to ensure alignment between candidate qualifications and organizational needs.
- Oversee the department budget creation and management of budget throughout the year.

**Knowledge/Skills/Experience Required:**

- Experience developing and running programs for students that are responsive to the needs of youth ages 6-18.
- Excellent leadership skills, including the ability to inspire, stimulate, and encourage creativity, innovation, and drive in support of a larger mission.
- Working with a diverse group of people; ability to facilitate cooperative work.
- Must be comfortable working with individuals who identify as LGBTQ+
- Understand and celebrate gender diversity, gender/racial/Queer justice.
- The ability to champion ideas and elevate voices from those around you—in particular those ideas and voices coming from historically excluded groups.
- Must have cultural awareness, experience in working with diverse populations is a plus, and a passion for working to bring about social justice and change.
- Demonstrate a willingness to positively contribute to the growth and development of our mission, values.
- Individuals with lived experience and/or from marginalized communities are highly encouraged to apply.
- Bilingual English-Spanish preferred but not required.
- Ability to work cooperatively as a member of a team and independently.
- Excellent written, verbal communication and presentation/training skills
- Frequent local travel is required so candidate must have reliable transportation.
- CORI and SORI check required upon hire
- First Aid certification preferred

**Education Requirements:**

- Bachelor's degree with background in gender studies, education, psychology, sociology preferred.
- Work experience with youth or related field which includes building/utilizing curriculum and community relations.

**Mental Demands:**

Reading	Verbal communication
Detailed work	Written communication
Confidentiality	Multiple concurrent tasks
Problem Solving	

**Physical Demands:**

Sitting  
 Speaking  
 Listening  
 Heavy computer use  
 Lifting objects up to 40lbs.

**Special Work Conditions:**

1. Occasional evening/weekend hours are required
2. Occasional attendance at early morning/evening meetings and local travel are required.

To apply for the position: Please send a resume and cover letter to Liz Morin at [lmorin@jeannegeiger.org](mailto:lmorin@jeannegeiger.org)