



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 Classification: Exempt Pay: \$53,500 to \$57,000
Reports To: Children's Safety Program Coordinator	FLSA: Full-time
Supervises: Youth Advocates, Interns	
Location: Amesbury	Date: February 2025

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.

We invite you to join us in our mission to empower individuals and engage communities to end domestic violence. We are an equal opportunity employer and encourage all qualified applicants to apply.

Youth Empowerment Services:

The Center's Youth Empowerment Services (YES) use research-based and nationally recognized approaches to educate students with a goal of violence prevention. These violence prevention programs 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 and safe 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 training, 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.
- The ability to champion ideas and elevate voices from those around you—in particular those ideas and voices coming from historically excluded groups.
- Demonstrate a willingness to positively contribute to the growth and development of our mission and values.

- 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 the 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.