



# JEANNE GEIGER

CRISIS CENTER

**Mission:** Empowering individuals and engaging communities to end domestic violence.

Job Title: Program Coordinator, IPAEP	Salary Classification: Exempt
Reports To: Chief of Operations	FLSA: Full-time 40 hours
Supervises: IPAEP Counselors and group facilitators	
Location: Lawrence	Date: September 2021

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 Jeanne Geiger Crisis 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 thrive –in particular, people with marginalized identities. While we have a lot of learning still to do, we are working hard to incorporate equity and inclusion into all aspects of our work.

We understand that an intention to be anti-racist and equity-centered does not have a finish line. We are growing, changing, and doing our best to listen and learn. Through this process, we plan to extend our learning organization-wide, revisit and revise our mission and values statements, build more transparency, and make ongoing improvements to organizational culture and operations. We invite you to join us: on this journey to center racial and gender equity and inclusion, and in our mission to empower individuals and engage communities to end domestic violence.

### **Primary Responsibilities:**

The Program Coordinator is responsible for supporting success, growth, and innovation for our Intimate Partner Abuse Education Program (IPAEP). Through strong supervision and leadership, the Program Coordinator helps to create a vision for this program that is in line with the agency mission, strategic plan, and current best practices in the fields of intimate partner abuse and domestic violence. The Program Coordinator executes the vision through staff supervision, program design and assistance with securing funding.

### **Major Duties:**

Oversee and maintain the operations of a Massachusetts Department of Public Health (DPH) Certified Intimate Partner Abuse Education Program in accordance with development of a comprehensive domestic violence program to include education, consultation, training, staff supervision and community outreach.

### Program Oversight:

- Responsible, for development and expansion of the program
- Facilitate a minimum of one (1) evening group per week
- Conduct intake evaluations and partner contacts in accordance with DPH guidelines as needed
- Provide supervision to IPAEP staff and group facilitators in accordance with DPH standards and guidelines

- Establish and maintain a record keeping system in accordance with JGCC and DPH standards
- Establishment and monitoring program budget
- Prepare reports, data, and documents to support the operations for the program

Training:

- Development and implementation of DPH approved 24-hr Certification Training, various other workshops, trainings, and conferences on domestic violence
- Attend all training activities and continuing education requirements necessary to maintain DPH certification.

Outreach:

- Support collaborative efforts of IPAEP such as coalition building
- Participate in local domestic violence high risk team monthly meetings
- Attend community meetings as needed

**Requirements:**

- Bachelor’s degree or equivalent work experience.
- Three years of group facilitation, working with abusive partners and survivors.
- Completion of a Massachusetts Department of Public Health approved Intimate Partner Abuse Education training program (24 hours).
- Strong Microsoft Office skills including Word, PowerPoint, Excel, Outlook and Teams.
- Supervisory experience
- Grants management
- Must understand the ramifications and impact of sexual assault and domestic violence on a wide range of different families and communities
- Demonstrate a willingness to positively contribute to the growth and development of our mission, values.
- Availability to work one evening a week.
- Knowledge of and/or experience with domestic violence issues.
- Public speaking, training, and presentation skills
- Ability to travel locally
- Commitment to social justice
- Bilingual English-Spanish preferred

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 LGBTQ and trans gender are strongly encouraged to apply.

**Mental Demands:**

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

**Physical Demands:**

Sitting  
 Speaking  
 Listening  
 Heavy computer use

**Special Work Conditions:**

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

Revised August 2021