



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:	Program Facilitator	Salary Classification:	FT, Salary
Reports To:	Girls Inc. Program Director	FLSA:	Non-exempt
Supervises:	N/A		
Location:	Amesbury	Date:	January 2022

Who We Are:

The Jeanne Geiger Crisis Center (the Center) is a nonprofit with a mission to empower individuals and engage communities to end 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 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, making mistakes, and doing our best to listen. Through this process, we plan to 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 in support of our mission to empower individuals and engage communities to end domestic violence.

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 gender non-conforming. YES 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.

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 Facilitator is responsible for delivering high-quality, age-appropriate programs for participants in Girls Inc. The Program Facilitator will create and maintain positive relationships with participants, parents, community members and school personnel. This individual will play an important role in being a mentor and role model, promoting confidence, development and motivating and inspiring participants.

Major Duties:

- Utilize the Girls Inc. Experience to plan and facilitate programs and activities specifically per the assigned age group.
- Implement and plan Girls Inc. programming throughout school year (in school and after school programs), school vacations and summer vacations.
- Work with schools and agencies to recruit girls for programs.
- Cultivate and maintain positive relationships with schools' personnel, other agency personnel and community members.
- Ensures effective communication with school/agency staff and parents so that participants get the maximum benefit from programs.
- Contribute to strategic growth of Girls Inc. of the Seacoast Area.
- Collect and report data to evaluate outcomes and programs and maintain weekly and monthly attendance records and input data into Compass database.
- Maintain files on lessons learned, successes and opportunities in order to build upon for the next program.
- Initiate and cooperate in interagency collaborative efforts that serve girls.
- Help plan and organize fundraising events such as Girls Rock, Day of the Girl and White Ribbon.
- Create a pro-girl environment that is safe, challenging, engaging and age appropriate.
- Meet weekly with Program Director for supervision.
- Submit reports as related to events, activities or programs as requested.
- Keep Program Director informed of problems, concerns, needs, positive outcomes, trends, potential collaborations, and unusual situations.
- Attend staff meetings, training event and workshops.
- Oversee and recruit college interns, volunteers and part-time staff.
- Create and maintain positive relationships with outside organizations such as Amesbury PACT, Newburyport Youth Services, and local businesses.
- Other duties as required.

Knowledge/Skills/Experience Required:

- Understanding of the Girls Inc. and Jeanne Geiger Crisis Center missions and the ability to implement programs which are responsive to the needs of girls and in accordance with the mission.

- Work experience in youth work, education or related field; experience with middle school girls preferred.
- Working with a diverse group of people; ability to facilitate cooperative work.
- Must be comfortable working with teens, and individuals who identify as LGBTQ/T.
- Understand and celebrate gender diversity, gender/racial/Queer justice.
- Members of most impacted communities with lived experience highly encouraged to apply.
- Ability to inspire, stimulate, encourage creativity and innovation, and understand the newest trends to keep participants engaged.
- An assets-based empowerment approach.
- Ability to work cooperatively as a member of a team as well as the ability to work independently.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Bilingual a plus
- Must have a valid drivers license
- CORI and SORI check required upon hire

Education Required:

- Bachelor's degree with background in gender studies, education, psychology, sociology preferred or work experience in working specifically with youth or related field which includes some experience in curriculum and community relations.

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/T are strongly encouraged to apply.

Special Work Conditions:

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

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