



**THE GEORGETOWN PROJECT**  
Leaders In Youth Development Since 1997

***Our Vision: A community where no child is hungry, hurt, alone, or rejected, and where all children and youth believe they are loved, respected, and treated with dignity.***

***Our Mission: Identify needs and develop resources, relationships and services so that our youth grow into caring, capable and resilient young adults.***

### **NEST Empowerment Center Coordinator (Full time/32 hours/week)**

**Position Description:** The Coordinator manages day-to-day operations of The NEST Empowerment Center, which provides basic needs and supportive services after school for at-risk and homeless high school students in Georgetown ISD.

#### **Primary Objectives**

- Create a respectful, safe, trauma-informed, healthy environment for youth that is both nurturing and empowering.
- Ensure youth have access to supports needed to make healthy choices, graduate high school, and plan for a positive and productive future.

#### **Duties and Responsibilities**

- Create an atmosphere of dignity and respect where youth feel safe and valued.
- Communicate with partners to schedule supportive services such as counseling, job training, tutoring, and other life skills training at the center.
- Train and supervise post-secondary interns from Southwestern University and other colleges and universities.
- Outreach with schools, students, local social service agencies and nonprofit organizations to create awareness and coordinate services offered at the center.
- Make community presentations to create awareness and gain volunteer/financial support for the center.
- Supervise youth, staff, interns and volunteers, while working together to maintain the cleanliness and safety of the facilities.
- Manage confidential documents and records on youth receiving services.
- Collect data and perform evaluations required for grant reporting and program quality.

- Manage program supply and material purchasing as well as vendors for routine maintenance and repairs.

### **Core Competencies**

- Experience with program development for teens
- Ability to develop positive relationships with clients, and, where appropriate, their families
- Willingness to adapt to the unique needs of youth from different cultural and socio-economic backgrounds
- Ability to navigate difficult or sensitive issues with positivity, professionalism, diplomacy and confidentiality
- Ability to communicate effectively, both verbally and in writing
- Ability to recruit and provide appropriate supervision and training of staff and volunteers, in accordance with policy
- Ability to work independently, and exercise initiative and good judgement
- Ability to accomplish multiple priorities and tasks simultaneously
- Ability to operate computers and general office software (including word-processing, spreadsheet, and database software)
- Possess strong organizational skills and ability to keep detailed and thorough records
- Possess an understanding of legal issues governing organizations that provide services to at-risk and homeless youth who are minors
- Knowledge of Georgetown community as well as local resources and services available for children, youth, and families

### **Education, Licensing, and Experience**

- Requires a Master's degree in Social Work, Counseling, or related field; or
- Requires a Bachelor's degree in Social Work, Counseling, or related field with at least 2 years' experience; or
- Equivalent combination of education and experience.
- Experience with at-risk, economically-disadvantaged, LBGTQ+, and/or housing distressed youth preferred.
- Possess or have the ability to acquire standard First-Aid and CPR certification
- Familiarity with Search Institute's 40 Developmental Assets framework, and Developmental Relationships Framework of positive youth development preferred.
- Familiarity with Trust Based Relational Intervention, Adverse Childhood Experiences (ACEs) and Trauma-Informed Care a plus.
- Experience with community engagement, marketing and/or public relations a plus.

- Bilingual a plus.

## **Work Schedule, Compensation & Other**

The Georgetown Project Nest Empowerment Center Coordinator is a full-time position:

- Salary commensurate with experience, qualifications, and work schedule
- Optional:
  - >40 hours/week, 10-month schedule (mid-Aug—mid-June)
  - >32 hours/week, 12-month schedule
- Paid vacation, sick leave and personal days. 10 paid holidays. Retirement after vesting period.
- After school and evening hours required (4 days/week) when students are in school; daytime hours and flex schedule during spring break, Christmas break and other school holidays.
- Must pass a Criminal Background check in accordance with Georgetown Independent School District policy.
- Minor lifting and ability to climb stairs required in the two-story building.
- Must have reliable transportation required to accomplish job duties.

### **TO APPLY:**

Mail resume, salary requirements and two references to:

Leslie Janca, CEO  
The Georgetown Project  
P.O. Box 957  
Georgetown, Texas 78627

Email to:

[general@georgetownproject.org](mailto:general@georgetownproject.org)

(Please put NEST Coordinator Application in email subject line.)