

Girls Educational & Mentoring Service (GEMS)

Girls Educational & Mentoring Services (GEMS) is a 501 (c)(3) non-profit organization whose mission is to empower girls and young women, ages 12–29, who have experienced commercial sexual exploitation and domestic trafficking to exit the commercial sex industry and develop to their full potential. GEMS' is the only nonprofit organization in New York State to provide specialized services to young women and girls who have experienced commercial sexual exploitation with counseling, crisis housing, life skills training, job training and health care with consistent support and viable opportunities for positive change.

Position Summary:

Title: Employment Coordinator

Salary: \$50,000 - \$60,000 commensurate with experience

Role Concentration: Employment & Vocational Programs

Job Type: Full time | Hybrid

Shift: Monday – Friday

Key Tasks and Responsibilities: This statement of duties is for purpose of identifying this position, but **it is not limited to:**

- Instruct members individually and in groups, using various teaching methods, such as brainstorming, buzz groups, direct instruction, discussions, and demonstrations.
- Establish clear objectives for all lessons, units, and projects and communicate those objectives to members.
- Prepare and implement remedial programs for members requiring extra help.
- Attend professional meetings, educational conferences, and manager training workshops to maintain and improve professional competence.
- Provide feedback to members, using positive reinforcement techniques to encourage, motivate, or build confidence in members.
- Prepare lesson plans or learning modules for developmental sessions according to members' needs and goals.
- Counsel members to help them understand and overcome personal, social, or behavioral problems affecting their employment or vocational situations.
- Counsel members regarding employment issues, such as identifying an ideal career, work scheduling, employment retention, promotional opportunities and future career planning.
- Prepare members for later employment experiences by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Teach classes and present self-help or information sessions on subjects related to educational needs and career planning.
- Establish and lead GEMS Employment Prep lessons, curriculum and programming.
- Plan and conduct orientation programs and group conferences to promote the adjustment of members to new life experiences, such as starting a career.
- Evaluate members' or individuals' abilities, interests, and personality characteristics, using tests, records, interviews, or professional sources.
- Conduct follow-up interviews with members to determine if their needs have been met.
- Provide crisis intervention to members when difficult situations occur at work.
- Identify cases of domestic abuse or other family problems and encourage members to seek additional assistance from mental health professionals and case managers.
- Prepare reports on members and activities as required by the Economic Empowerment Director.
- Compile and study occupational, educational, and economic information to assist members in determining and carrying out vocational and employment objectives.
- Review resumes and cover letters to ensure that members meet employment or vocational training entrance requirements and write letters of recommendation.
- Refer members to employment opportunities based on interests, aptitudes, or career assessments.
- Assess needs for assistance, such as rehabilitation, or additional vocational training, and refer clients to the appropriate services.
- Establish and supervise peer counseling and peer tutoring programs.
- Establish contacts with employers to create internship and employment opportunities for members.
- Lead extracurricular activities, such as groups, member organizations, and academic contests.

- Evaluate the work of partners to ensure that employment opportunities and programs are of appropriate quality and that resources are used effectively.
- Develop sound partnerships with community groups, employers and vocational programs to interpret GEMS purposes and programs for employment.

Technology Skills:

The ideal candidate will be proficient in the following.

- Data base user interface and query software - Apricot
- Instant messaging software - Group Me; Facebook
- Internet browser software - Microsoft Internet Explorer; Web browser software
- Office suite software - Google Drive; Microsoft Office
- Presentation software - Microsoft Powerpoint
- Spreadsheet software - Microsoft Excel
- Video conferencing software - Zoom
- Network Software - Facebook, LinkedIn
- Word processing software - Microsoft Word
- Graphics or photo imaging software - Canva; Adobe photoshop

Professional Skills and Abilities:

- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.
- Service Orientation - Actively looking for ways to help people.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.
- Instructing - Teaching others how to do something.
- Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Time Management - Managing one's own time and the time of others.
- Systems Analysis - Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Oral Expression - The ability to communicate information and ideas in speaking so others will understand.

Additional Qualifications:

- Bachelor's Degree required
- At least 3-5 years of work with youth, including increasing responsibilities.
- Strong understanding of CSEC and Victim, Survivor, Leadership Training.
- Integrates trauma informed approaches into policies, procedures and practices.
- Knowledge, background and an investment in women's right advocacy, cultural consciousness and competency.
- Extensive knowledge of issues related to trafficking and gender-based violence, comprehensive programming, court systems (criminal and family court).
- Excellent writing and public speaking skills and leadership qualities. Some experience with community-based presentations, media, and public relations preferred.