



## **Job Announcement | Avenue A Coordinator**

The Grapevine Family & Community Resource Center is a community based non-profit organization located in Antrim, NH and serves families and individuals of the Eastern Monadnock region and beyond. We are committed to offering inclusive, respectful and welcoming programs and services to our community. We're seeking an Avenue A Coordinator to join our team. Avenue A is a regional Teen Center based in Antrim, serving over 300 youth ages 11–19 from 18+ towns. With support from 70+ volunteers, we offer afterschool/evening programs focused on creative expression, healthy living, social development, and career skills. As a Teen Center embedded in a Family & Community Resource Center, we have a two generational approach to supporting teens and their families.

This is a full-time, salaried position (40 hours/week) blending youth work and program coordination.

- About 30–40 percent of time is spent leading and preparing for youth programs
- About 60 percent of time involves administration: outreach, volunteer coordination, teen recruitment, parent communications, and grant-related data management
- Must be available afternoons/evenings (2–8:30 or 9 p.m.) at least 4 days/week; some weekends required
- Remote work is possible for administrative duties

Our staff hold diverse skills, educational and professional backgrounds, as well as lived experience. We recognize that there is not one “type” of qualified candidate for this position and encourage applications from individuals who bring the following skills, experience and qualities:

- Enthusiastic role model with experience working with children or teens
- Ability to build strong relationships with youth while setting and holding boundaries
- Clear, kind communicator who asks questions, listens well, collaborates easily, and is assertive in asking for help
- Confident maintaining a safe, inclusive space while leading group programs for teens
- Background working with neurodivergent youth or education related to mental health desired but not required
- Excellent listening and interpersonal skills and a consistent and reliable demeanor
- Strong verbal, writing and administrative skills with attention to detail, accuracy and task completion
- A positive, “can-do” attitude and a sense of pride in the work
- Creative energy and a willingness to dream big and think outside the box
- Go-getter mindset — proactive, motivated, and excited to take initiative
- Flexible, “go with the flow” approach, especially when working with teens and volunteers

The range of salary for this position is \$43,000-\$47,000 commensurate with related experience and education/training.

Other benefits for this position include:

- Generous paid time off annually plus 11 paid holidays
- Flexible Savings Account with employer contribution
- Employee retirement plan with employer contribution (Simple IRA plan)
- Paid Family and Medical Leave
- Tuition reimbursement for qualified education programs & support for your professional development
- Opportunities for remote work and flexible scheduling, as appropriate

The Avenue A Coordinator reports to the Director of Teen Programs and plays a key role in our team-based approach to family support. The full job description can be found at our website: [grapevinenh.org](http://grapevinenh.org). The Grapevine is an Equal Opportunity Employer. Interested candidates should forward a cover letter and resume by email to Jacqueline Roland, Director of Teen Programs, at [jacquelinerr@grapevinenh.org](mailto:jacquelinerr@grapevinenh.org). For more information about the Grapevine, please visit us at [www.grapevinenh.org](http://www.grapevinenh.org).