



NEPA Youth Shelter
PO Box 20176
Scranton, PA 18502
570-904-7449
www.nepayouthshelter.org

EXECUTIVE DIRECTOR JOB DESCRIPTION

September 29, 2026

JOB SUMMARY

The **Executive Director** leads the NEPA Youth Shelter and is focused on supporting teens and young adults in need. This full-time, at-will position reports to the Board of Directors and oversees client relations, program administration, management, community outreach, and financial stewardship for the organization.

ABOUT THE NEPA YOUTH SHELTER

The NEPA Youth Shelter consists of three main programs: an After School Teen Drop In Center (14 years old–high school graduation), a Housing Program (18–24 years old), and a Mental Wellness Program (all Teen Center and Housing Program clients).

The NEPA Youth Shelter provides essentials such as food, clothing, and bathrooms, as well as services such as educational support, counseling, family reunification, and/or preparation for independent living. With a focus on social justice and advocacy, the shelter is welcoming to youth from all backgrounds and especially affirming to lesbian, gay, bisexual, transgender, and queer (LGBTQ+) youth.

JOB RESPONSIBILITIES

1. **Client Relations:** The Executive Director provides interpersonal, interventional, and support services directly to teens and young adults.
 - Creates a safe, supportive environment where youth feel valued and understood
 - Builds trust and rapport through active listening, empathy, and clear, compassionate communication
 - Recognizes signs of distress or challenges and takes proactive steps to address needs, including crisis management, conflict resolution, and guiding young people through difficult situations with a focus on their well-being and personal growth
 - Manages support services such as a food pantry and clothing and supplies donations
 - Offers personalized assistance that meets the unique needs of each young person, from housing assistance to career guidance



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2. **Program Administration:** The Executive Director oversees the successful day-to-day operations of all three main programs to serve our local youth.
 - Runs the After School Teen Drop In Center during the school year which typically serves 30–50 teens daily; our new Teen Center includes a kitchen and areas for teens to record music, create art, play video games and more
 - Serves as property owner and manager of our organization's apartment building for Housing Program clients; there, we can house up to 5 young adults ages 18-21
 - Works closely with Case Manager and Mental Wellness Therapist
 - Ensures all programming aligns with the organization's mission and strategic plan
3. **Management:** The Executive Director manages a staff of 1 full-time and 2 part-time employees (Assistant Director/Case Manager, Mental Wellness Therapist, and Facilities/Maintenance Professional), 2+ interns, and dozens of volunteers.
 - Oversees hiring, scheduling, evaluation, and retention of competent, qualified staff and volunteers who understand and embrace our mission
 - Establishes employment and administrative policies, seeking advice and working closely with the Board of Directors in policy decisions
 - Communicates effectively with the Board of Directors and provides, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions
 - Leads strategic planning to ensure that NEPA Youth Shelter can continue successfully fulfilling its mission in the future
 - Performs other duties as assigned by the Board of Directors
4. **Community Outreach:** The Executive Director builds and maintains connections within our community to better serve our teens and young adults.
 - Maintains active visibility in the community on behalf of the organization
 - Serves as primary spokesperson for the organization for the media and press
 - Keeps our supporters up to date via email, social media and more
 - In collaboration with the board's PR Committee, seeks strategic marketing and communications opportunities
 - Manages relationships with community partners, including funders, donors, elected officials, businesses, civic organizations, and other



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nonprofit service providers

5. **Financial Stewardship:** The Executive Director develops the financial health of the organization, primarily through fundraising and grant-writing.
- Oversees fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position
 - Develops and adheres to annual budget, working with the Board of Directors and Finance Committee
 - Identifies and applies for grants
 - Works in collaboration with the Board of Directors, Fundraising Committee, and other supporters to develop fundraising plans
 - Signs all contracts, notes, agreements, and other instruments made and entered into and on behalf of the organization

REQUIREMENTS

- A bachelor's degree, ideally in human services or a related field
- 2+ years of senior nonprofit management experience
- Experience providing direct client services
- Experience with budget management and reporting
- Ability to fundraise and foster donor relations
- Ability to interface and engage people from diverse backgrounds
- Ability to convey a vision of NEPA Youth Shelter's strategic future to staff, board, volunteers, and donors
- Ability to work independently and collaborate with a team of staff, interns, volunteers, and board members
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Strong written and oral communication skills
- Strong multi-tasking abilities
- Demonstrated ability to oversee and collaborate with staff while providing supervision, training and discipline
- Strong public speaking skills

PREFERRED QUALIFICATIONS

- Master's degree or higher



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- 3+ years of senior nonprofit management experience
- Experience providing direct housing services to clients
- Experience working with youth (14–24), especially diverse or multicultural youth
- Bilingual (Spanish)
- Ability to provide clinical supervision of mental health providers
- Direct and successful experience with fundraising and grant writing

SALARY RANGE

\$60,000 – \$75,000, commensurate with experience and other qualifications
Benefits package includes but is not limited to healthcare and PTO.

APPLICATIONS

To apply, please send a resume and a cover letter to the Board of Directors at NEPAYouthShelterBoard@gmail.com by Tuesday, October 20, 2026, at 5 p.m. ET.

Hiring contingent on FBI fingerprints, Pennsylvania Child Abuse Clearance, and satisfactory Pennsylvania State Police Background Check.

A NOTE TO CANDIDATES

Studies have shown that women, nonbinary folks, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a non-majority background, and we encourage all qualified applicants to apply. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.