

JOB ANNOUNCEMENT

TITLE: Eureka Internship Program Leader
DEPARTMENT: Community Programs; High School Programs
Program: Eureka Internship Program
CLASSIFICATION: Regular, Part-time, 26 hours per week
MANDATORY AVAILABILITY: Mon – Thurs 1:30 – 7pm and Friday 10:00am – 2:00pm during school year With summer schedule to TBD
REPORTS TO: Eureka Internship Program Coordinator
FLSA STATUS: Non-exempt
SALARY: \$16.00 + Fringe Benefits
Position Available: July 16, 2018

Program Description

Girls Inc. of Alameda County's Eureka! Teen Achievement Program is an intensive, five-year program that builds girls' confidence and skills through hands-on opportunities in math, science, technology, sports, and careers. Serving Alameda County girls, Eureka aims to increase girls' future options for academic achievement and careers, to encourage enrollment in college-bound math and science courses, to promote positive risk-taking, and to assist girls in developing networks of peers and mentors to support their future endeavors.

SCOPE OF WORK

Girls Inc. of Alameda County seeks a part-time Eureka Internship Program Leader who will, in collaboration with the Eureka Internship Program Coordinator, plan and facilitate the internship program. The Internship Program Leader is also responsible for assisting with the organization of the summer youth internship program, delivering job skills training/career preparation activities and act as a site liaison providing support to internship site sponsors while supporting the youth participants with programming and case management throughout the academic year. We are seeking a dynamic individual who has the ability to cultivate empowerment in girls while building strong relationships with community businesses and organizations.

Primary Responsibilities

- Plan, implement, and facilitate weekly workshop educational sessions within a trauma-informed culturally responsive youth development framework related to the mission of Eureka in the areas of career and internship readiness especially related to STEM.
- Support the academic engagement and provide academic assistance with the intern girls and create a college going environment in programming
- Participate in collaborative agency efforts to serve and advocate for girls including event planning, identifying girl-speakers and volunteers
- Build and maintain relationships with girls and families by conducting monthly communication through email, phone, and face-to-face meetings
- Assist in the interview process for girl placements in internships and make recommendations for girls to be placed in internships
- Assist with school year events, field trips and sisterhood activities
- Serve as a resource and reference to current participants in professional development
- Prepare effective materials that support the Eureka program including Sponsor outreach materials and monthly program calendars
- Disseminate outreach materials to girls
- Assist with the planning and holding of Summer and Fall orientations for parents/guardians and interns

Qualifications and Skills Desired

- Experience working and/or volunteering with high school aged youth
- Experience and cultural awareness for working cross-culturally with girls, families, co-workers, partners and volunteers representing diverse cultures, ethnicities, languages, abilities and sexual orientation.
- Group facilitation, behavioral management and conflict resolution skills gained in a working with adolescent youth.
- Ability to motivate, excite, spark curiosity and self-discovery among young women toward advocacy and civic engagement
- Excellent verbal and written communication skills and an ability to adapt between a youth friendly demeanor and a highly professional demeanor
- Ability to create and maintain a culturally responsive, trauma-informed and safe space
- Knowledge of and demonstrated experience networking, collaborating, and building partnerships with schools, community-based organizations, and professional community
- Comfort in using MS Word, Publisher, Excel and maintaining an online calendar
- A strong interest in educational and/or professional background in STEM (Science, Technology, Engineering and Mathematics) areas is a plus
- Bilingual Spanish/English is a plus
- Collaborative, resourceful, self-motivating, creative, organized, and flexible.
- Knowledge of MS Word, Publisher, Excel, Outlook, Access and/or other data base applications.
- Ability to bend, lift, move up to 15 lbs
- Background clearance from the Department of Justice
- Availability to work occasional evenings and weekends for events.
- A valid California Driver's License, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements as established by Girls Inc.
- Ability to work occasional evenings and weekends for events as needed
- Employment is contingent upon a clean driving record, insurance and a valid California Driver's License
- Fingerprinting and a criminal background check required for employment

BENEFITS: Employer pays partial of standard medical plan and provides vacation, sick, and holiday pay prorated to employees FTE.

OTHER BENEFITS AVAILABLE: Dental, Voluntary Life, Vision, and Long-term disability available at the employee's expense and the ability to participate in the 403(B) and Flexible Savings Account.

To APPLY: Email resume and cover letter to [Aja Holland, High School Programs Manager](mailto:Aja.Holland@girlsinc-alameda.org) at AHolland@girlsinc-alameda.org talent@girlsinc-alameda.org

Please Note: Employment is contingent upon TB clearance, a valid CA Driver's license, good driving record, clearance of the required fingerprints and criminal background check and showing proof of 48 college units or passing of the Instructors Aide exam.

Girls Incorporated is an Affirmative Action/Equal Opportunity Employer