



EUREKA! PROGRAM INTERNSHIP OPPORTUNITY

Prepare a Girl for her Strong, Smart and Bold future!

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since 1958, we have responded to the unique needs of girls in underserved Alameda County communities, equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults.

The Girls Inc. Eureka! Program is an intensive, five-year program where girls learn about science, technology, engineering and mathematics (STEM); build self-esteem and sisterhood; gain career experience; and access comprehensive college planning and support. Internships are a vital part of the program—they serve as an entry point for girls to gain real-world experience and build skills needed to make a professional, valuable contribution to the workplace. In 2016, 92% of girls who participated in an internship said they learned about different career opportunities and increased their job-related skills. Girls Inc.'s corporate partners make it possible for us offer this critical first career step to our girls.



Judy, a Girls Inc. intern, working at her desk with HNTB Corporation.

Internship Program Objectives

- Provide girls with hands-on career exposure in fields where women are typically underrepresented, including STEM-related fields
- Connect girls with positive adult role models in their field of interest
- Encourage girls to pursue a college education to achieve their career goals and dreams

What Does An Internship Sponsor Do?

- Welcomes and orients interns to their company, and allows interns to shadow their work
- Provides interns with an educational work environment that supports their professional development goals
- Serves as a positive, supportive presence for interns as they learn about the field

Girls Inc. has a particular interest in corporate sponsors in the fields of Business & Entrepreneurship, Law, Finance, Technology, Science, Medicine & Health Care, Veterinary Medicine & Animal Care, Counseling & Therapy, Library Science, Media, Marketing, Graphic Design, Digital Arts, Film, Teaching (K-8), Youth Development, Government, and Public Service.



Internship Program Overview

Interns are girls in 10th and 11th grades who have completed at least two years of the Eureka! Program, as well as a job skills training. They are smart, engaged, and ready to learn.

Interns work approximately 21 hours per week between June 17 and July 12, 2019. Their typical schedule is Monday, Tuesday and Wednesday, 9am to 4pm. Sponsors provide interns with a variety of relevant work experience in a supportive educational environment, and allow interns to shadow them as an additional way to learn about the sponsors' roles and professions.

An intern is considered a volunteer for the sponsor's company, but sponsors are requested, if feasible, to provide a tax-deductible donation of \$600 to Girls Inc. of Alameda County, which pays each intern a \$600 stipend at the end of the program.

Sponsors are invited to attend an orientation session on June 6, 2019 and Girls Inc.'s Summer Celebration with girls and their families on July 12, 2019.

"Not enough women are going into the tech field because they are intimidated that it's a 'man's job.' I know I can change that and be a positive role model for young girls."

Eureka! Program Graduate

FREQUENTLY ASKED QUESTIONS

Where Should The Internships Be Located?

Most Eureka! Interns live in Oakland and will be eligible for BART and bus passes for the duration of their internship. Workplaces should be accessible by public transportation. Please note that we cannot accept Sponsors who work from a home office.

What Training And Skills Do The Interns Have?

Prior to starting her internship, each intern participates in job skills and internship preparation programming covering professionalism; business etiquette; written, verbal, and non-verbal communications; and time management. Additionally, most interns have basic exposure to Microsoft Office programs.

What Type Of Work Is Appropriate For The Interns?

Interns should be given a variety of responsibilities, as well as the opportunity to ask questions. While interns may perform tasks like answering phones and filing, it is important that they do other tasks, as well, to get a chance to experience the organization's work in a hands-on way.



Itzel, a Girls Inc. intern, analyzes water samples with her sponsor at East Bay Municipal Utility District's Wastewater Treatment Plant.



FAQ continued

May We Change The Intern’s Work Schedule To Better Fit Our Office’s Schedule?

During the internship period, interns typically work Mondays, Tuesdays, and Wednesdays from 9am–4pm, or approximately 21 hours per week. These hours can be adjusted slightly to fit the schedule of each workplace (for example, 10am–5pm) but the days are firm because the interns participate in other activities on Thursdays and Fridays.

Who Are Internship Sponsors? Are They Expected To Be Mentors?

Internship sponsors are the adults who coordinate an internship placement at their place of business. While it’s not a typical mentorship, and no outside activities or communication are necessary or expected outside of the 9am–4pm workday, it is still important for sponsors to model appropriate workplace behavior and provide support and guidance in the professional arena. Because interns are learning professionalism and other skills, compassion for and patience with young people are also important traits for a sponsor.

What Support Or Assistance Is Offered By Girls Inc. During The Summer?

Eureka! provides an “Internship Sponsor Orientation Workshop,” which is an opportunity for sponsors to meet and share best practices and ideas on how to make the internship successful for interns, sponsors, and organizations. The Eureka! Coordinator is also available each day from 9am–5pm via phone to answer any questions and to help sponsors with concerns or challenges if they arise. Finally, the Coordinator or another Eureka! staff member will make at least one site visit to the workplace during the internship to make sure that everything is running smoothly. Our job is to support a positive internship experience for everyone involved, and we encourage sponsors to see us as resources!

What Is Our Company’s Liability?

Interns and their parents sign liability, medical and media releases in order to participate in the program. These releases exempt internship sites from liability. The internship site and Girls Inc. also sign a Memorandum of Understanding that outlines the agreement between both organizations.

I’d Like To Host An Intern—What Are The Next Steps?

Thank you for your interest in supporting girls’ professional growth! Please complete an Intern Request Form, which will give the Eureka! Internship Coordinator an idea of what type of intern you’re looking for, as well as the type of experience available at your workplace. We will then set up a site screening visit to meet you and get to know the workplace environment. If it seems like a good match, we will move forward with plans to place an intern with you for the summer!





of Alameda County

TO FIND OUT MORE, PLEASE CONTACT:

Joahna Cervantes
Eureka! Internship Coordinator

(510) 357-5515 ext. 242
jcervantes@girlsinc-alameda.org

Thank you for helping inspire girls to be Strong, Smart and Bold!

INTERN REQUEST FORM

I'd like to sponsor a Girls Inc. Eureka! Intern this summer!

If your agency would like to host one or more Interns this summer, please fill out this form and return it to the Eureka! Internship Coordinator via email at jcervantes@girlsinc-alameda.org or mail to Girls Inc. of Alameda County at 510 16th Street, Oakland, CA 94612. We will contact you soon to talk about next steps and making the best possible match for everyone involved. THANK YOU!

Contact Name/Title

Organization

Organization Address

Telephone Cell

Fax Email

Number of Interns desired _____ My organization can cover the \$600 stipend: Yes No

INTERN POSITION DESCRIPTION

Primary Job Duties (tasks, projects, meetings, etc.):

Minimum Skills and Abilities Required:

Other Required Qualifications:

Skills Taught on the Job: