**Program Description**
Girls Inc. 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.

**Position Overview**
The Eureka! Internship Program Leader is a part-time position 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**

**Summer Program Preparation and Coordination**
- Train, place, and supervise 40-60 young women in summer internships in the fields of science, math, technology, and business
- Assist with orienting and supporting 40-50 summer internship site sponsors at companies located throughout the Bay Area
- Coordinate intentional summer field trips involving colleges and positive risk taking events
- Collaborate with across community programs staff as needed to plan and implement cross cohort field trip and summer program

**School Year Direct Service Duties**
• Plan, implement, and facilitate weekly workshop educational sessions within a 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
• 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
• Assist with school year field trips
• Create a college going environment in programming.
• Make recommendations for girls to be placed in internships
• Serve as a resource and reference to current participants in professional development

Administration
• 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
• Bachelor’s degree.
• Knowledge of and demonstrated experience networking, collaborating, and building partnerships with schools, community-based organizations, and professional community
• Experience planning and facilitating youth development programs with girls of color from under-resourced communities
• High level of cultural awareness with experience working with youth representing diverse cultures, ethnicities, languages, and abilities.
• Keen understanding of gender issues affecting girls and young women and a commitment to girls-centered programs
• Excellent verbal and written communication skills and an ability to adapt between a youth friendly demeanor and a highly professional demeanor
• Comfort in using MS Word, Publisher, Excel and maintaining an online calendar
• Educational and/or professional background in STEM (Science, Technology, Engineering and Mathematics) or a strong interest in those areas is a plus
• Bilingual Spanish/English is a plus

Additional Requirements
• Candidate must be willing to work evenings and weekends 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