

## 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 arts, 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 position is a part-time position responsible for planning and facilitating the Eureka! Internship Program in collaboration with the Program Coordinator. The Internship Program Leader is also responsible for delivering professional development/job skills training, career exploration/preparation activities, assisting with the organization of the summer youth internship program while supporting the girls with programming and case management throughout the academic year. We are seeking a dynamic individual who can **make a commitment to work the 2020-2021 school year** with the ability to provide virtual programming as needed and cultivate empowerment in girls while building strong relationships.

The Intern Program Leader may occasionally be on call for subbing for other sites/programs within the Community Programs Department. In addition to those duties, all Program Leaders will support girls' academic progress. The Internship program leader will work with peers, supervisor and program manager to coach girls to develop their study skills, organization, time management, and professional development skills while providing homework assistance in math, science, history/social science, English and writing.

## Major Duties and Responsibilities

- Plan, modify and deliver, in person and/or virtually, weekly educational workshop sessions within a youth development framework related to the mission of Eureka in the areas of career and internship readiness especially related to STEAM.
- Create a safe, respectful youth development-based learning environment in-person or virtually.
- Create and review weekly lesson plans with the Eureka Teen Achievement Program Coordinator prior to delivery.
- 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, face-to-face meetings or video conferencing
- 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
- Prepare effective materials that support the Eureka program including Host 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
- Work as a positive team member of Community Programs and participate in mandatory weekly individual supervision, staff development, consultation, department and team meetings, and trainings.
- Perform other duties as assigned.

### **Qualifications and Skills Desired**

- **Commitment to work the 2020-2021 academic school year, July 28, 2020- May 21, 2021**
- Ability to work **1:00pm-6:30pm M-TH; 10:00am-2:00pm Fri** and some weekends as needed
- Bachelor or Associate degree; working on Bachelor degree
- Ability to work remotely and facilitate programming virtually as needed.
- 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 working with youth representing diverse cultures, ethnicities, languages, and abilities.
- Strong understanding of gender issues affecting girls and young women of color 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 STEAM (Science, Technology, Engineering, Arts and Mathematics) or a strong interest in those areas is a plus
- Bilingual Spanish/Cantonese/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