



Eureka Internship Program Leader

About Us

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since our founding in 1958, we have programs that support the unique needs of girls aged 5-18, and, starting in the 1990's, to design and deliver programs using an equity lens, serving those from some of County's least resourced communities, primarily in and around Oakland. Through a K-12 Program Continuum, we empower girls by equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults. All programs are developmentally appropriate, supporting girls' changing needs as they grow. From literacy interventions in elementary school and exciting hands-on STEM and STEAM projects in middle school to building leadership skills and college readiness in high school, Girls Inc. girls receive the support and the opportunities they need to thrive.

Girls Inc. of Alameda County's operating budget is \$7M with 100 staff in our downtown Oakland Simpson Center for Girls and in more than 15 schools and satellite centers across Alameda County.

About the Role

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 (predominantly Oakland girls), Eureka aims to increase girls' future options higher education 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.

The Eureka! Internship Program Leader position is a part-time position of 26 hours, who is responsible for 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 and 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 2022-2023 school year** with the ability to cultivate empowerment in girls while building strong relationships.

In addition to those duties, all Program Leaders will support girls' academic progress. The Intern program leader will work with peers, supervisor and program manager to coach girls to develop their organization, time management, and study skills while provide homework assistance in math, science, history/social science, English and writing.



Job Summary

- Plan, modify and deliver, in person and/or virtually, weekly sessions within a youth development framework related to the mission of Eureka in the areas of career and internship readiness especially related to STEM.
- Create a safe, respectful youth development-based learning environment to 15-18 girls per session.
- 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, 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
- 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
- Perform other duties as assigned

About You

- **Commitment to work the 2022-2023 academic school year**
- Ability to work **1:00pm-6:30pm M-TH; 10:00am-2:00pm Fri** and some evenings and weekends for events as needed
- Bachelor or Associate degree; working on 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/Cantonese/English is a plus
- A valid California Driver's License, good driving record, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements as established by Girls Inc. of Alameda County.

What We Offer

- Compensation: Base \$17 per hour at 26 hours per week
- Medical benefits (Employer pays standard medical plan)
- Voluntary Dental
- Voluntary Vision
- Retirement benefit 403b
- Flex spending accounts
- Life Insurance benefits
- Long term disability benefits
- 13 Paid Holidays
- Vacation time off
- Sick time off
- Employee Assistance Program
- Professional development/training

Equal Opportunity Employment Statement

Girls Inc. of Alameda County is committed to upholding an inclusive work community that reflects the rich diversity of our girls, their families and caregivers, the community members we serve, and our geographic region. We prioritize using an equity lens to: provide culturally responsive programming and resources to those with the least access, and value culture and difference in the office, our programs, and in the community. Through discussion, awareness, and practice, we commit to continuous improvement with the goal of every person in our community knowing the value of this commitment, embodying it, and bringing it to life.

Girls Inc. of Alameda County is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender or gender identity, gender expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position.

For more information about Girls Inc. of Alameda County, please view our website at www.girlsinc-alameda.org

\$150 COVID-19 Vaccination bonus is offered to successful candidates who can provide proof of full vaccination upon hire and or during onboarding.

