



136 Magazine St | Cambridge, MA 02139
www.scienceclubforgirls.com

Science Club for Girls Communications Internship, funded by Women's Foundation Boston:

Organization name: Science Club for Girls

Position: WFB Communications + Outreach Intern

Location: Cambridge, MA or virtual

Start date: January 4, 2020; one-year position

Working hours: 20 hours per week

Funding: \$17,000 for year-long position

The organization: Founded in 1994, Science Club for Girls is a registered 501(c)3 organization that fosters excitement, confidence, and literacy in STEM for girls and young women from underrepresented communities with free, experiential, mentor-led community-based programs.

With women making up less than 26 percent of the STEM workforce—and Black and Hispanic women at less than 4 percent—SCFG addresses a critical need, offering a continuum of engaging activities in STEM for K-8 girls, junior mentoring and leadership experiences for high school girls, and adult mentoring and role modeling by committed women with STEM careers.

For over 25 years, SCFG has addressed gender, racial and socioeconomic equity in STEM education. We currently engage over 250 girls in Greater Boston and 70+ mentors and prioritize participation of girls and women who are underrepresented in STEM by race (Black, Latina, and Native American) and/or by socioeconomic factors (low-income family background, first in their family to go to college). Having recently reinvigorated the organization and pivoted to virtual programming, we are in an exciting phase of growth and are eager to welcome an outreach intern to our small but mighty team!

Please see our website www.scienceclubforgirls.org for more information.

The role: Science Club for Girls delivers weekly after-school science programs to 250 girls K-12 in the Greater Boston Area. We engage a variety of stakeholders—girls and their families, school and community partners, institutional funders and individual donors—to achieve our mission of offering free, hands-on STEM education and mentoring. The Communications and Outreach Intern will provide support both to the programming team and the Director of Development and Executive Director in developing and executing our communications and outreach efforts—to recruit club participants and volunteer mentors and engage and inspire our community of stakeholders—and in maintaining the administrative systems behind these initiatives.

Interns at Science Club for Girls (SCFG) will gain a wide variety of experiences. The Communications and Outreach Intern will assist SCFG staff in creation and dissemination of communications and outreach



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materials. This will include interfacing with girls, mentors, and families to gather photos, quotes, and video recordings to illustrate their experiences and impact of SCFG's programs. The intern will play an integral role in content creation and managing SCFG's social media platforms and other e-communications. Interns will develop skills in project management, digital communications, and stakeholder engagement.

Essential Duties and Responsibilities:

- Support communications and outreach efforts for program recruitment and stakeholder engagement in a digital format
- Create content and develop outreach materials, including videos and photos highlighting Science Clubs 'in action'
- Identify opportunities to highlight SCFG's work and engage and inspire internal and external audiences
- Support and eventually manage social media platforms (Facebook, Instagram Twitter, LinkedIn); create visual and written content; manage calendar; track analytics
- Support creation and dissemination of monthly e-newsletter
- Enter and maintain accurate data in Salesforce database and across platforms
- Support and participate in events that engage the SCFG community (e.g. Virtual Catalyst Awards, mentor training/ appreciation) virtually and in-person when safe to do so
- Perform outreach to organizations for partnerships and event collaboration
- Participate in weekly staff meetings
- Support emerging communications/outreach projects and needs
- Perform administrative duties as necessary

Commitment:

- Time commitment of 20 hours/week with potential for flexible scheduling, starting in January 2021 and ending in December 2021

Qualifications and Skills:

- Interest in science, technology, engineering, and math (STEM) education and equity
- Ability to multi-task and juggle multiple, concurrent projects
- Ability to learn quickly and integrate efficiently
- Excellent organizational, problem-solving and communication skills
- Strong writing skills
- Self-starter who is flexible, action-oriented and resourceful
- Ability to work independently, as well as part of a team
- Working knowledge of computer operations: Google and Microsoft Suite.
- Photo and video editing experience a plus
- Experience developing social media messaging and using content creation tools (e.g. Canva) a plus
- Database experience a plus (e.g. Salesforce)



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How to Apply:

An applicant should send a cover letter highlighting relevant work experience and resume in pdf format to employment@scienceclubforgirls.org, subject line: WFB Communications Intern Position. This is an AA/EOE position. Persons of color and women are strongly encouraged to apply.