



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

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

- Organization name:** Science Club for Girls
- Position:** WFB Program Management 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 a program intern to our small but mighty team!

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

The role: The Science Club for Girls' Program Team is responsible for delivering weekly after-school science programs to 250 girls, grades K-12, in the Greater Boston Area. Additionally, the Program Team delivers a live weekly science show (SCFG Live!) through Facebook Live. The Program Intern will provide support to the team as we create content and materials, recruit and train our volunteer mentors, recruit our participants and maintain the administrative systems behind these initiatives.

Interns at Science Club for Girls (SCFG) will gain a wide variety of experiences. The Program Team Intern will assist SCFG staff in developing scripts for our weekly recorded science show, SCFGLive. Interns will also help adapt our existing science club curricula to a virtual setting. This will include making video recordings of each activity to help our Mentors teach the participants. Interns will develop instructional



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

skills by mentoring in our weekly virtual science clubs and will work alongside our volunteer mentors to lead groups of 8-10 girls (Kindergarten through 12th grade), through hands-on activities as part of our Spring and Fall 2021 curricula.

Essential Duties and Responsibilities:

- Support SCFGLive productions through script writing, lesson planning, research, conducting interviews, video editing, and volunteer coordination
- Support outreach to broadcast partners for the SCFGLive show
- Support mentor training for the Spring and Fall 2021 curricula via creation of instructional materials, including photo and video of science experiments
- Engage in project management of curriculum delivery
- Work alongside program staff to develop and deliver the Summer 2021 curriculum, i.e. a 4-week Rocketry Program for middle-school girls
- Assist with Fall 2021 program planning and curriculum development
- Assist with management of supplies and materials inventory, preparation, packing and distribution for Spring, Summer and Fall 2021 materials
- Participate in weekly staff meetings and SCFG events in virtual settings and in-person formats when safe to do so
- Teach science experiments in weekly virtual clubs alongside volunteer mentors
- 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
- 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 and experience using Salesforce (or similar database experience) a plus

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: Program Intern Position.

This is an AA/EOE position. Persons of color and women are strongly encouraged to apply.