



of Greater Houston

Girls Inc. of Greater Houston Internship Description

MISSION:	To inspire all girls to be strong, smart, and bold
JOB TITLE:	Project Accelerate Intern
REPORTS TO:	Advocacy & Outreach Program Manager
LOCATION:	2190 North Loop West, Suite 105, Houston TX 77018
PAY:	\$15.00
HOURS:	35 hrs/wk
SCHEDULE:	Mon.-Fri. 9am-5pm (multiple schedule options)
DATES:	Wed. May 29 th – Wed. August 7 th

*The mission of Girls Inc. of Greater Houston is to inspire all girls to be **strong, smart, and bold**. Our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements: **people** - trained staff and volunteers who build lasting, mentoring relationships; **environment** - girls-only, physically and emotionally safe space, where there is a sisterhood of support, high expectations, and mutual respect; and **programming** - research-based, hands-on and minds-on, age- appropriate curriculum that meets the needs of today's girls.*

SUMMARY: Through support of the ExxonMobil Foundation Community Summer Jobs Programs, the Girls Inc. of Greater Houston Project Accelerate Intern will support Girls Inc. Staff with preparing for and effectively implementing Girls Inc. programs for girls ages 6-18 in the Greater Houston area. During the summer semester, Girls Inc. of Greater Houston implements weeklong, or two weeklong, day-camp programs to girls at various established site partner locations. Programming covers a range of topics across the Girls Inc. core essential services of Healthy Living, Academic Enrichment and Support, and Life Skills, and may include topics such as: STEM, reading literacy, leadership development, emotional and physical wellness, and college and career readiness. In addition to supporting programs this position will support projects and various office duties such as answering and redirecting phone calls, copying, and filing, and other office clerical and administrative projects that may arise in the office during weeks that programming is not in session.

RESPONSIBILITIES INCLUDE:

- Assist with development, preparation, and implementation of Girls Inc. curriculum programming.
- Classroom set up and clean up.
- Classroom management, attendance, and group facilitation.

- Answer phone calls and redirect them when necessary.
- Frequently check the needs of office supplies and support the placement of appropriate supply orders.
- Prepare and disseminate correspondence and forms.
- Support copying, filing, and equipment upkeep.
- Support and lead assigned office projects.
- Organize and maintain orderly program space, supplies, and equipment.
- Complete all paperwork related to program and administrative responsibilities and provide general administrative support as requested.
- Other duties as needed.

QUALIFICATIONS:

- Girls Inc. Alumnae, preferred.
- Applicants must be a currently enrolled undergraduate student who will return to college full-time (minimum of 12 credits per semester) as a sophomore, junior, or senior student in the fall of 2024.
- Demonstrates commitment to the Mission, Vision, and Girls Inc. Girls' Bill of Rights (www.girlsinc-houston.org/aboutus.html)
- Ability to communicate effectively with teens, and adults.
- Able to pass a drug screen and background check
- Must have a valid driver's license and car insurance.
- Must have reliable transportation and the ability to commute to different program locations for program implementation in the Greater Houston area.

Equal Opportunity Employer

Girls Inc. of Greater Houston is committed to diversity in principle and practice, both in the community at large and within the organization. Girls Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, pregnancy, citizenship, political beliefs, or service in the military.

To apply please submit your cover letter outlining any Girls Inc. program participation experience & resume to marlena@girlsinc-houston.org.