



Intern – Tech Girl Power Inc.

Contact Us If Interested at info@techgirlpower.org
www.techgirlpower.org

Tech Girl Power is a non-profit organization that is transforming girls realities through Science, Technology, Engineering and Math (STEM). We work with girls (mostly girls of color) from underserved communities in South Florida to empower them with fun STEM workshops led by Women in the STEM field. We see STEM jobs and girls as a unique way of breaking the cycle of poverty in Miami, a city with one of the highest rates of income inequality in the Nation. Our 2022 STEM Glow Up Program is our goal to expose our girls to high tech STEM kits to help bridge the tech and STEM divide. We always get a 50 to 80 percent conversion to STEM and a 95 percent A and A+ rating from our girls and clients.

Since 2020, our unique non-profit has won awards with **The Miami Foundation, Philanthropy Miami and recognized by the Miami Herald, Microsoft, Radical Partners, Shout Out Atlanta** and more. We see these honors of recognition, as a sign to grow our impact. Are you willing to help us meet our goal while you gain significant experience?

We are looking for an Intern to help us better increase our impact within the community. This Intern will assist with our STEM workshop development, grant writing, client engagement, and social media promotion.

This internship is for **6 months, 10 to 15 hours a week with a paid stipend of \$3000.** This position will be mostly virtual with some face to face time, especially at the STEM workshops.

Responsibilities

- Plan or help in planning STEM workshops and acquiring materials required. STEM workshops typically occur twice a month.
- Draft grant applications
- Marketing: Draft social media content Facebook, Twitter, and Instagram. Assist with Newsletter email.
- Research and reach out to potential partners in the community
- Manage communications with clients and volunteers. Clients include **The Girl Scouts, The Links Inc. Greater Miami FL Chapter, Branches, Foster Care Homes.**
- Organizing database/Archiving

Qualifications

- Experience managing social media accounts (Facebook, Twitter, Instagram)
- Great written and verbal communication skills
- Familiarity with Excel, Word, Canva is a big plus
- Superb attention to detail
- Passionate about social causes
- Desire to learn the things they might not already know on this list!