

Girls Incorporated of Lynn

Position Title: STEM Peer Leader Advisor

Department: Teen and Middle School Programs

Reports to: Supervisor of STEM Programs

Status: Part time, nonexempt

Schedule: Monday-Thursday 1:30-6:30

Agency Description:

Girls Incorporated of Lynn has been operating programs and advocating for girls since 1942. Girls Inc. of Lynn is a local affiliate of the national organization **Girls Incorporated** known for its widely acclaimed, research based informal educational programs. Our mission is to inspire all girls to be **strong, smart and bold** by meeting the needs of girls in the community, developing girls' capacity to overcome the effects of discrimination and be self-sufficient, responsible members of the community, and by serving as a vigorous advocate for all girls. Translating this mission into action is the goal of our innovative programs. We have developed a continuum of programming for girls ages 6-18.

Overview:

Girls Incorporated of Lynn is seeking an adult advisor to lead high school STEM peer leadership program. The STEM Peer Leader Advisor will recruit, train and supervise a team of six peer leaders to prepare them to deliver STEM programs, including weekly structured enrichment programs and informal drop-in activities. The STEM Peer Leader Advisor will also work with the STEM Peer Leaders to assist the STEM Coordinator with special events such as STEM Week and the SMART Girls Summit. The STEM Peer Leader Advisor will serve as a liaison to represent Girls Inc. at community events for the program and Girls Inc. working collaboratively with the community, volunteers and funders and to carry out the program.

This is a grant funded position through June 31, 2022. Continuation of this position is contingent on grant funding.

Responsibilities:

- Develop the STEM Peer Leadership Program through training and program expansion, as well as building girls' leadership skills;
- Recruit, train, supervise and support six high school-age females in the position of peer leader educator;
- Develop community education/outreach strategy to promote girls' involvement in STEM;
- Coordinate the delivery STEM programming in the teen, school-aged childcare and middle school programs as well as in community agencies;
- Coordinate and chaperone STEM field trips;
- Complete all record keeping and reporting requirements as requested;
- Assist with program evaluation and reporting to program funders as determined by the STEM Coordinator;
- Keep Girls Inc. staff updated with current relevant information regarding STEM activities and news;
- Attend trainings relevant to the STEM;
- Participate as a team member of the Girls Inc. Teen and Middle School Programs and collaborate with staff;
- Carry out additional duties as requested by the STEM Coordinator.

**girls
inc.**

of Lynn

50 High Street | Lynn, MA 01902 | 781.592.9744 | www.girlsinclynn.org

Qualifications:

- College course work in a related STEM area
- Two years of experience working with youth
- Experience in developing curricula
- Ability to take initiative to respond to changing needs and changes within the community
- Experience in marketing programs, events, and ideas
- Ability to work as an effective and active team player within Girls Inc. and with community partners
- Ability to work in a youth/adult collaborative environment.
- Excellent organization and communication skills (bilingual a plus)
- Ability to take on many projects and manage them simultaneously.
- Experience working with youth and adults in a multicultural, urban setting.
- Able to work flexible hours including evenings, at least one evening/week until 7:00pm
- Strong computer skills and Internet familiarity

Salary Range: \$18.00/hr. 20 hrs. a week, earned time, paid professional development and paid holidays

Girls Incorporated of Lynn is an Equal Opportunity Employer. Females, BIPOC, minorities, veterans, and persons with disabilities are strongly encouraged to apply. Hiring is contingent on a satisfactory background check including a CORI.

Please send your cover letter and resume to Lena Crowley lecrowley@girlsinclynn.org