



## 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, hourly, non-exempt

**Schedule:** Monday-Friday, 1:30-6:30 PM

### 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.

### Overview

Girls Incorporated of Lynn is seeking an advisor to oversee our high school STEM peer leadership program. The STEM Peer Leader Advisor will recruit, train, and supervise a team of six high school age girls to prepare them to deliver STEM programs, including weekly structured enrichment programs and to plan and carry special projects. The STEM Peer Leader Advisor will also work with the STEM Peer Leaders to assist with special events such as STEM Week and the SMART Girls Summit.

This is a grant funded position through June 30, 2023. Continuation of this position is contingent on grant funding.

### Responsibilities:

- Recruit, train, supervise and support six high school-age females in the position of peer leader educator;
- Coordinate the delivery STEM programming by the STEM Peer Leaders in the teen, school-aged childcare and middle school programs as well as in community agencies;
- Guide the STEM Peer Leaders as they plan and carry out events;
- 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;



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- 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.

**Qualifications:**

- College course work in a related STEM area, education, social work or psychology;
- Two years of experience working with youth in an out-of-school setting or after school program;
- Experience in developing, delivering, and evaluating curricula;
- Experience supervising high school teens;
- Excellent organization and communication skills (bilingual a plus);
- Able to work flexible hours including evenings, at least one evening/month until 7:00pm;
- Strong computer skills: Internet, Microsoft Office, Google Suite and Canva.

**Pay Rate:** \$20.00/hr. 20 hrs. Per 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 [lecrowley@girlsinlynn.org](mailto:lecrowley@girlsinlynn.org)

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