



**Girls Incorporated of Lynn**

**JOB TITLE:** Supervisor of STEM Programs

**REPORTS TO:** Director of Middle and High School Programming

**AGENCY DESCRIPTION:** Girls Inc. of Lynn, a nonprofit organization, has been operating programs and advocating for girls since 1942. We inspire 1500 girls ages 5-18 to be strong, smart, and bold in our in-school and out-of-school-time programs.

As a member of a national organization, our comprehensive, intentional afterschool and out-of-school programming focuses on developing the whole girl through the *Girls Inc. Experience* which offers mentoring relationships, a girls-only, pro-girl environment, and research-based programming equips girls to lead fulfilling and productive lives, break the cycle of poverty and become role models in their community.

**OVERVIEW:** The goal is to encourage girls to stay in the STEM pipeline and increase their awareness of STEM careers by providing programming and building partnerships with STEM professionals and organizations. The Supervisor of STEM Programs will oversee STEM programming for our middle and high school programs which includes providing informal educational STEM programming, special events, field trips and exposure to women STEM professionals and overseeing two peer leader advisors.

**STATUS:** Exempt, Full time / 40 hours a week

**SALARY RANGE:** \$47,000-\$49,000

**SCHEDULE:** Monday-Friday 10:00 am-6:00 pm

**RESPONSIBILITIES:**

- Plan, deliver and evaluate hands-on, minds on STEM programs to members of the middle and high school programs;
- Plan, and promote STEM by hosting special events;
- Recruit, train and supervise volunteers to deliver STEM programs;
- Supervise the STEM Peer Leader Advisor and Beach Sisters Peer Leader Advisor;
- Ensure that program space, equipment and supplies are organized;

- Initiate, maintain and support STEM partnerships with individuals and organizations;
- Assist with grant writing and reporting for STEM programming;
- Represent Girls Inc. of Lynn in the STEM community and local groups as directed;
- Perform other duties as assigned by supervisor.

**QUALIFICATIONS:**

- BA/BS in a STEM field is strongly preferred, however relevant experience is highly valued;
- Experience working with youth preferably girls and/or urban youth ages 12-18 in an informal educational and/or recreational setting;
- Experience in designing and implementing innovative, hands-on activities with girls;
- Supervisory experience;
- Ability to identify and pursue new partnerships;
- Strong written and oral communication skills;
- Excellent computer and internet skills;
- Grant and/or report writing experience;
- Demonstrated ability to work with people of different races, ethnicities, ages, abilities and experiences;
- Spanish 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;
- Valid Massachusetts driver's license.

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.

To apply: Email cover letter and resume to Lena Crowley, Director of Middle and High School Programs at [lecrowley@girlsinclynn.org](mailto:lecrowley@girlsinclynn.org).