



of Greater Houston

## Girls Inc. of Greater Houston Project Accelerate Summer Internship Description

<b>MISSION:</b>	To inspire all girls to be strong, smart, and bold
<b>JOB TITLE:</b>	Summer Intern
<b>OPENINGS:</b>	2
<b>REPORTS TO:</b>	Advocacy & Outreach Program Manager
<b>LOCATION:</b>	2190 North Loop West, Suite 105, Houston TX 77018
<b>PAY:</b>	\$125/week stipend (\$500 total per internship)
<b>HOURS:</b>	2 days (12-16 hours) x 4 weeks
<b>SCHEDULE:</b>	Mon.-Fri. 9am-5pm (multiple schedule options)

*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:** This position supports Girls Inc. Staff with preparing for the delivery to effectively implement Girls Inc. programs for girls ages 6-18. 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: financial literacy, media literacy, leadership development, anti-bullying/conflict resolution, and STEM. The 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.

### June Internship- 1 Opening

- Monday June 3<sup>rd</sup> - Friday June 7<sup>th</sup>
- Monday June 10<sup>th</sup> - Friday June 14<sup>th</sup>
- Monday June 17<sup>th</sup> - Friday June 21<sup>st</sup>
- Monday June 24<sup>th</sup> - Friday June 28<sup>th</sup>

### July Internship- 1 Opening

- Monday July 8<sup>th</sup> - Friday July 12<sup>th</sup>
- Monday July 15<sup>th</sup> - Friday July 19<sup>th</sup>
- Monday July 22<sup>nd</sup> - Friday July 26<sup>th</sup>
- Monday July 29<sup>th</sup> - Friday August 2<sup>nd</sup>

## **RESPONSIBILITIES INCLUDE:**

- Assist with development and preparation of Girls Inc. curriculum programming.
- Answer phone calls and redirect them when necessary.
- Frequently check the needs of office supplies and place appropriate 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 administrative responsibilities and provide general administrative support as requested.
- Responsible for ensuring mail is picked up in the office and distributed daily in a timely manner.
- Other duties as needed.

## **QUALIFICATIONS:**

- Rising High School Juniors, Seniors, or Graduated Girls Inc. Alumnae
- Demonstrates commitment to the Mission, Vision, and Girls Inc. Girls' Bill of Rights ([www.girlsinc-houston.org/aboutus.html](http://www.girlsinc-houston.org/aboutus.html))
- Must have valid form of identification.

### ***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](mailto:marlena@girlsinc-houston.org).*