



## **STEM Instructor**

### Qualifications:

- Must have a Bachelor's Degree in Mathematics/Science or STEM related field (will consider highly qualified Junior/Senior undergrad majoring in STEM)
- Some teaching experience
- Excellent communication skills
- Experience with children ages 5-13
- Experience working with minority and under-resourced students (preferred)

Reports To: Director of Esteem Girls

Purpose of Job: Under Director of Esteem Girls, responsible for implementing STEM based curriculum, empowering minority girls ages 5-13 for entering STEM fields, generating interest in STEM, engaging students in discovery

### Duties & Responsibilities:

- Deliver STEM-oriented instruction through project-based learning methods.
- Employs a variety of instructional techniques, instructional media, and performance assessments, which guide the learning process toward curriculum goals and student learning.
- Uses technology to promote learning, creativity, and collaboration
- Organizes, develops, and coordinates special STEM events/activities.

### Terms of Employment:

- Duration: June 25-August 24, 2018
- Hours: Monday – Thursday (1-3pm)
- Pay: \$10/hour



## **MATH Tutor**

### Qualifications:

- Current undergrad student majoring as Pre-Med, Mathematics, Engineering (any STEM field focused on mathematics)
- Experience with tutoring children ages 5-13
- Excellent communication skills
- Experience working with minority and under-resourced students (preferred)

Reports To: Director of Esteem Girls

Purpose of Job: Tutor students in mathematics, build confidence and problems solving skills

### Duties & Responsibilities:

- Assist students individually or in small groups
- Help them improve their math skills
- Develop tutoring resources
- Monitor student progress
- Identifying areas needing improvement
- Help with homework
- Prepare students for tests

Terms of Employment: \*All hours as needed

- Duration: June-August 2018
- Hours: Monday - Saturday (8am-6pm), Sunday (10am-5pm) **Tutoring Upon Request**
- Pay: \$10/hour



## **SCIENCE Tutor**

### Qualifications:

- Current undergrad student majoring as Pre-Med, Biology, Chemistry, Physics (any STEM field focused on science)
- Experience with tutoring children ages 5-13
- Excellent communication skills
- Experience working with minority and under-resourced students (preferred)

Reports To: Director of Esteem Girls

Purpose of Job: Tutor students in science, build confidence and problems solving skills

### Duties & Responsibilities:

- Assist students individually or in small groups
- Help them improve their science skills
- Develop tutoring resources
- Monitor student progress
- Identifying areas needing improvement
- Help with homework
- Prepare students for tests

Terms of Employment: \*All hours as needed

- Duration: September 2017 - June 2018
- Hours: Monday - Saturday (8am-6pm), Sunday (10am-5pm) **Tutoring Upon Request**
- Pay: \$10/hour



## **ASSISTANT to Director**

### Qualifications:

- Administrative experience preferred with background in STEM
- Experience with children ages 5-13
- Excellent communication and organization skills
- Experience working with minority and under-resourced students (preferred)

Reports To: Director of Esteem Girls

Purpose of Job: To assist director in organizational tasks, make phone calls, work with children, run errands, etc.

### Duties & Responsibilities:

- Open center Monday through Friday
- Create schedules for interns
- Assist in administrative tasks
- Work with students to resolve disputes
- Other tasks as needed

### Terms of Employment: **Hours subject to change**

- Duration: June 18-August 24, 2018
- Hours: Monday - Friday (8am-5pm)
- Pay: \$8/hour



## **SOCIAL MEDIA Intern**

### **MUST PERFORM AN ASSIGNMENT TO SHOWCASE ABILITIES**

#### Qualifications:

- Studying for a Bachelor's degree in a relevant field such as Marketing, Communications, Business, Non-Profit Management, etc.
- Excellent written and verbal communication skills
- Possess the ability to work collaboratively
- Ability to work independently, to set priorities and follow through on details.
- Strong attention to detail
- Must be a proficient user of MS Office programs including Word, Excel.
- Facility with social media sites such as Facebook, Twitter, Instagram, Snapchat, Google+, etc. is essential

Reports To: Director of Esteem Girls

Purpose of Job: To promote and generate interest in Esteem Girls, facilitate an active online presence through social media sites, highlight programs and initiatives that Esteem Girls offers

#### Duties & Responsibilities:

- Assist research and arriving at recommendations around who is the audience for respective product offerings
- Assist in understanding the best way to reach our audience
- Research, and recommend marketing and PR initiatives including affiliate relationships, and other such initiatives.
- Assist in evaluating the effectiveness of PR
- Explore, implement, and maintain steady social media presence
- Assist with posts to social media sites

Terms of Employment: **\*Can work remotely**

- Duration: June- August 2018
- 10 hours/week
- Unpaid Internship



## **GRAPHIC DESIGN Intern**

### **MUST PROVIDE PORTFOLIO AND PERFORM AN ASSIGNMENT TO SHOWCASE ABILITIES**

#### Qualifications:

- Studying for a Bachelor's degree in a relevant field such as Graphic Design, Marketing, Communications
- Excellent communication skills
- Possess the ability to work collaboratively
- Ability to work independently, to set priorities and follow through on details.
- Strong attention to detail
- Must be a proficient user of MS Office programs including Word, Excel.
- Facility with social media sites such as Facebook, Twitter, Instagram, Snapchat, Google+, etc. is essential
- Facility with graphics program such as Publisher, Adobe, and/or Photoshop

Reports To: Director of Esteem Girls

Purpose of Job: To promote and generate interest in Esteem Girls through art, facilitate an active online presence through social media sites, highlight programs and initiatives that Esteem Girls offers

#### Duties & Responsibilities:

- Assist research and arriving at recommendations around who is the audience for respective product offerings
- Assist in understanding the best way to reach our audience
- Research, and recommend marketing and PR initiatives including affiliate relationships, and other such initiatives.
- Assist in evaluating the effectiveness of PR
- Explore, implement, and maintain steady social media presence
- Assist with posts to social media sites

Terms of Employment: **\*Can work remotely**

- Duration: June-August 2018
- 10 hours/week
- Unpaid Internship



## **ESTEEM LEADER Intern**

### Qualifications:

- STEM and/or Education majors
- High School student excelling in math and/or science
- Positive, outgoing, and flexible personality
- Self-motivated and dedicated individual
- Experience working with girls (preferred)
- Goal-oriented and good time manager
- Classroom management skills helpful
- Ability to succeed in an informal classroom atmosphere
- Extremely organized
- Excellent communication skills
- Reliable transportation
- Minority or from an under-resourced community (preferred)

Reports To: Director of Esteem Girls

Purpose of Job: Interns have the opportunity to improve their classroom management skills, teaching style, leadership abilities, and gain curriculum writing experience. Join Esteem Girls efforts to educate, empower, and build girl's self-esteem in STEM! Program leaders serve as positive and fun role models for the girls!

### Duties & Responsibilities: **\*Mandatory Curriculum Training**

- Lead after-school/summer curriculum (curriculum provided by Esteem Girls)
- Implement and run engaging icebreakers
- Prepare materials needed prior to each week (Esteem Girls provides materials)
- Learn and implement the Esteem Girls method within ALL program activities
- Maintain program attendance and evaluation information
- Act as an Esteem Girls liaison to students and positive role model
- Responsible for clean up after lessons
- Provide feedback to director
- Other duties as needed

### Terms of Employment:

- School Year: September – May, Mon. – Fri. (3pm – 6pm)
- Science Saturdays: September – April, Sat. (10am-12pm or 1-3pm)



- Summer Camp: June 18- August 24, 2018, Mon. – Fri. (8-11am, 11am-2pm, 2-5pm)  
**\*Minimum of 3 shifts/week required\***