



of the Valley

Position: Assistant Program Director- Eureka! (Youth Centered STEM and College Readiness Program)

Salary Range: \$42,600 - \$46,600

Schedule- Ability to work flexible hours including (approximately) 4 evenings a month and the occasional weekend event (approximately 1 x per month) with advanced notice.

WHO WE ARE

After 40+ years, Girls Inc. of the Valley continues to inspire all girls* to be strong (healthy), smart (educated), and bold (independent). Girls Inc. provides more than 800 girls in the Holyoke, Chicopee and Springfield area with life-changing experiences and real solutions to the challenges girls face. As part of a national model, the Girls Inc. Experience is what makes us unique among organizations serving youth. (*please see our website at girlsincvalley.org to learn more about our inclusive gender statement)

POSITION OVERVIEW

Eureka is Girls Inc. of the Valley's nationally recognized year-round, five-year STEM College and Career intensive program that engages and empowers 8th-12th grade teens as they develop confidence and discover leadership and academic opportunities in STEM fields. During the summer months, Eureka begins with an intensive summer experience on the UMASS campus and combines hands-on STEM activities with math, science, technology, careers, leadership programs and sports. During the school year, scholars participate in Eureka afterschool programs and special Saturday events including hands-on workshops, college tours, family dinners, special events and programs. Eureka not only encourages youth to see college as a realistic part of their future but provides them with the knowledge and skills to make it a reality!

The **Assistant Program Director- Eureka** must be a strong facilitator, leader and must possess the ability to motivate and have the passion to inspire others to deliver a variety of services throughout the school year and summer. The Eureka Coordinator will be expected to be on the UMASS campus each summer program day and have the physical and mental endurance to navigate the large campus, respond to program needs and/or emergencies.

RESPONSIBILITIES:

- Coordinate and supervise the Eureka summer program on the UMASS campus.
- Plan, organize and facilitate a robust Eureka school year program, a minimum of 2-4x per month during the school year.
- Recruit, interview, and orient teens for program; retain current scholars by building solid relationships with participants and families.
- Works in collaboration with Program Director to onboard, train and supervise Eureka program staff, interns, and volunteers.
- Update and/or revise existing Eureka curricula and develop new curricula as needed.
- Establish and maintain partnerships with local universities, youth agencies, and middle schools.

- Evaluate all programming; complete program surveys, maintain accurate program data; complete required reports.
- Work to meet program goals including participation, recruitment, and retention of scholars.

SPECIFIC QUALIFICATIONS INCLUDE

- Passion for Girls Inc. mission
- Minimum of BA/BS
- Interest and demonstrated experience in STEM, leadership and/ or college planning programs.
- Have at least two years of direct service with teens and young adults
- Comfortable being out in the community as a representative of Girls Inc. to develop school partnerships and unique program opportunities for Eureka scholars.
- Strong written and verbal communication skills and the ability to connect with people individually and interface with families, community organizations, businesses, in the Pioneer Valley with diverse backgrounds, experiences and abilities.
- An awareness of and commitment to social justice education, gender equity, reproductive justice, trans justice, and anti-racism.
- Must have a valid driver's license for at least two years with a clean driving record and ability to drive a 15-passenger van.
- First Aid and CPR certified, or willing to attend training.
- Bi-lingual (Spanish) highly desired (bonus available).

WHY JOIN GIRLS INC. OF THE VALLEY

With an articulated belief in the mission of the organization, you will play an important role in improving the lives of girls in our community, especially girls of color, disenfranchised, and other under-represented populations. Girls Inc of the Valley offers flexibility, recognizes the need to balance personal and professional lives and provides a robust and competitive benefits package. Girls Inc. recognizes that it is essential for the organization to include the values of diversity, equity, and inclusiveness as part of our strategy to achieve our vision and mission.

We are committed to building a culturally diverse staff that represents the population of youth we serve and strongly encourage applications from candidates with diverse backgrounds.

TO APPLY:

Please send a cover letter, résumé, and names/contact information of three references to Aleks Dow, Program Administrative Assistant, to adow@girlsincvalley.org. Applications accepted on a rolling basis with higher consideration for applications received by February 28th. Posting will be removed when position is filled.