



## MASSACHUSETTS PROMISE FELLOWSHIP

# SCIENCE CLUB FOR GIRLS HIGH SCHOOL PROGRAMS FELLOW

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Massachusetts Promise Fellows deliver the resources that young people need to be successful in life by **mobilizing** and **organizing** community activity, **creating** and **leading** powerful initiatives, and **training** and **inspiring** citizen volunteers.

**The Massachusetts Promise Fellowship** achieves this by placing Fellows with non-profit organizations and state/local government agencies that focus on fulfilling the needs of our youth by providing: *a caring adult, a safe place, a healthy start, a marketable skill, and an opportunity to give back.*

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### SERVICE DESCRIPTION

**Science Club for Girls** (SCFG) increases the self-confidence and literacy in science, technology, engineering and mathematics of girls from underrepresented groups through free programs that focus on hands-on activities, mentorship, and leadership opportunities. The Career Exploration, Leadership and Life Skills (CELLS) initiative uses a “whole girl”/identity development approach to develop positive youth assets in middle and high school girls through a variety of programs. The High School Programs Fellow is primarily responsible for executing programs for high school girls in the greater Boston area, under the direction of the Teen Programs Director. To increase girls’ learning and leadership opportunities in science, technology, engineering and mathematics, s/he will expand the Senior Mentor program where juniors and seniors in high school are coached to facilitate hands-on Science Club for young girls, manage no more than two Challenge Teams (e.g. Rocket and Media Teams), pilot a job shadowing program with companies and revive our summer internship/enrichment program. To promote girls’ socioemotional development and college orientation, the Fellow will work to create and support the personal development plans for this cohort of girls and facilitate or arrange for related workshops or field trips. Working with the Executive Director the Fellow will involve current alumnae in the development of these projects with the goal of creating an alumnae event at the end of the project period and launch an alumnae network.

### SPECIFIC RESPONSIBILITIES

- Expand and strengthen Science Club for Girls high school programs within CELLS framework
- Conduct a needs assessment with the current and past high school participants
- Manage the recruitment, development, and implementation of the Challenge Teams
- Establish partnerships with college chapters and companies to create job shadowing or internship opportunities
- Provide college awareness workshops and connect high school participants with college preparatory resources
- Involve college alumnae of SCFG in the development, execution, and/or assessment of the youth programs
- Engage past participants and graduating seniors from all SCFG sites to create an alumnae network
- Coach 3-5 girls to apply and prepare for summer internships or enrichment programs
- Evaluate program implementation and outcomes
- Travel at least once/month for Fellowship meetings, retreats and training

**Massachusetts Promise Fellowship**  
Northeastern University ♦ 360 Huntington Avenue, 212 CP ♦ Boston, MA 02115  
masspromisefellows@neu.edu ♦ www.masspromisefellows.org

- Attend all mandatory SCFG staff and team meetings
- Communicate effectively with staff, youth, school staff, and parents

#### QUALIFICATIONS

- Strong interest or background in science, technology or engineering
- Ability to prioritize and manage various tasks and projects
- Excellent organizational and communication skills
- Self-starter and able to work independently, as well as part of a team
- An interest in and commitment to national and community service
- Experience working with youth and diverse constituencies
- Flexibility and a sense of humor
- Ability to see the big picture
- Strong analytical and problem solving skills
- Commitment to professionalism
- Proficiency with Microsoft Office (i.e., Word, Excel, etc.)
- Must be a US Resident, US National or Permanent Resident Alien

#### PREFERRED QUALIFICATIONS

- Facility with social media (i.e. Constant Contact, Facebook, etc.)
- Bachelor's degree or equivalent in science and/or education
- Access to a car

#### BENEFITS

For a one year full-time commitment and 1700 hours of AmeriCorps service Fellows receive:

A taxable living allowance of \$269/week ♦ Comprehensive health care benefits ♦

Excellent training opportunities ♦ FREE courses at Northeastern University in the College of Professional Studies ♦

Loan forbearance and a \$5,550 educational award

#### CONTACT INFORMATION

**Apply ASAP!** Applicants are hired on a rolling basis. Send a letter of interest, resume and contact info for three references **ASAP and before May 27<sup>th</sup>, 2011** preferably electronically in pdf format, subject line: MPF Application to:

Connie Chow

Science Club for Girls

PO Box 390544

Cambridge, MA 02139

Phone: 617-391-0361

Fax: 617-849-5541

Email: [jobs@scienceclubforgirls.org](mailto:jobs@scienceclubforgirls.org)

[www.scienceclubforgirls.org](http://www.scienceclubforgirls.org)

#### MORE INFO

- Interviews will take place during April and May of 2011
- Hiring decisions will be made on or before June 17th, 2011
- Program start date is August 2011
- Visit [www.masspromisefellows.org](http://www.masspromisefellows.org) for detailed program information

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The Massachusetts Promise Fellowship is committed to providing equal opportunities. We serve and partner with diverse organizations, and are dedicated to non-discrimination. It is our policy to ensure that all individuals with whom we are in contact are treated without regard to age, color, disability, gender, marital status, national origin, religion, sexual orientation or expression, or veteran status. We require that all our partners make reasonable accommodations for any and all individuals with a permanent or temporary disability. We actively partner with organizations representing minority concerns and interests to build high-performing teams that mirror the communities we serve.

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