

YWCA Greater Pittsburgh

Internship Program – 9 months (September 2022 through May 2023)

Individuals participating in an internship with YWCA Greater Pittsburgh programs will develop professional skills, build networks, and gain tangible work experience to support their future careers while working side-by-side with highly experienced, non-profit professionals.

STEM Stars Intern - Youth Services & STEM Education

Location: YWCA Greater Pittsburgh - Homewood-Brushton Branch plus assigned school site(s)

Pay Rate: \$15-\$20 per hour (8-12 hours/week)

STEM Stars is a collaborative project of YWCA Greater Pittsburgh and Carnegie Science Center. This program helps improve academic achievement, increase interest in STEM topics and careers, and decrease opportunity gaps for economically disadvantaged girls. These goals are met through afterschool opportunities and a monthly Saturday Academy. During the school week, the girls are immersed in STEM-focused activities. At the Saturday Academy, we provide learning opportunities on college awareness, life skills, as well as STEM courses.

The STEM Stars Intern will be responsible for assisting with the implementation of the STEM Stars programs within local middle schools. This task will be accomplished through instruction of STEM Stars curriculum on a weekly basis during afterschool programming in the months of October through early May. This position also requires monthly attendance at our Saturday Academy for our STEM Stars at local universities and/or colleges. Training for this position starts in mid-to-late September. We provide materials and implementation techniques with support from the staff to ensure that you can easily execute the lessons. Interns are responsible for their own transportation.

Essential Job Functions

- Teach STEM Stars curriculum to local students in the Pittsburgh Public Schools, Woodland Hills School District, and other local schools within Allegheny County. An exact schedule will be decided closer to the start of the 2022/2023 school year. Most sites run 2 days a week for 1 hour sometime between 2:30pm-5:30pm.
- Attend monthly (7) Saturday Academy sessions at local universities/colleges. Saturday Academy takes place from 9:00am-3:00pm, one Saturday a month.
- Attend monthly instructor trainings, usually held the 1st Monday of the month from 5:30pm-7:30pm.

- Manage logistical aspects of programs/projects to include but not limited to attendance, applications, data entry, student departure/arrival, supply acquisition/return, assessment distribution.
- Safeguard the welfare of all students by following the proper policies and procedures.
- Work closely with department staff and partners on program development and enhancements.
- Participate in professional development, meetings, and program outings.
- Maintain a high level of confidentiality when working with sensitive and personal client, vendor, employee, and contract information.
- Assist with various events throughout the school year (Field Trips and Celebration of Learning). These events may occur on weeknights and weekends.

Qualifications – Desired Skills/Knowledge

If you meet some, but not all the qualifications below, we still encourage you to apply.

- **A strong commitment to our mission of eliminating racism and empowering women.**
- **Skills:** Ability to work with a diverse population and demonstrate sensitivity to individual differences. Strong communication and organizational skills. Attention to deadlines and ability to prioritize in a changing environment.
- **Education/Qualifications:** Must be able to pass and maintain Act 33/34 clearances and FBI background check. A mandate reporting certificate must be obtained as well as a TB test, in certain instances. Candidate should be a junior, senior, or graduate student with a focus in education or any STEM related fields.
- **Experience:** Proficiency in Microsoft Office along with knowledge and experience with Google Drive, Zoom, and Teams. Comfortable with change, flexibility, and ability to adapt to shifts in work location, staffing, and organizational structure.

About YWCA Greater Pittsburgh

Founded in 1867, YWCA Greater Pittsburgh is a member of a nationally recognized movement with a mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all. As a social justice organization, we have a deep commitment to tackling gender inequities and systemic racism; particularly in the places where these systems intersect. We provide direct services, empowerment programming, and advocacy to support individuals and families, especially women and girls of color. We strive to become a model nonprofit workplace for a diverse workforce, ensuring that all staff members are paid a living wage and offered competitive benefits, and meaningful opportunities for professional development and career advancement.

Mission Impact

YWCA Greater Pittsburgh employees are working tirelessly at promoting racial justice, reducing race and gender disparities, and deliberately addressing the challenges and celebrating the triumphs of living at the intersection of race and gender. As an intern, you will have the opportunity to support and advance YWCA Greater Pittsburgh's mission by providing direct services and/or advocating to

support marginalized individuals and families, especially women and girls of color, while working to challenge structural barriers to equity.

Equal Employment Opportunity Policy: *YWCA Greater Pittsburgh will not discriminate against any applicant or employee on the basis of age, sex, sexual orientation, gender identification, gender expression, race, color, creed, ethnicity, origin, lineage or citizenship, genetic information, disability, marital status, military or veteran status or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. Applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department*

To apply: Send your resume, a cover letter, and contact information for 3 references (one of which must be a professor) to Dawnise Kozen dkozen@ywcapgh.org.