



**of Orange County**

## Girls Inc. of Orange County

### Externship Program: Intern Description

#### Summary

The Externship Intern will assist the Externship Coordinator in various activities during the Externship Program.

#### Externship Program

The Girls Inc. Externship Program is designed to give high school girls the opportunity to explore career options in their areas of interest. The Externship will increase their workforce skills, personal development, and college preparedness. After a series of school-year sessions from March-June and a training week at the end of June, girls are placed at various businesses and organizations within Orange County for approximately 20 hours a week for the month of July. Externships are designed so girls can gain critical skills in workplace dynamics, leadership development, college readiness and career exploration through hands-on experience in an industry of personal interest.

#### Responsibilities

The main responsibility of the Externship Intern will be completing administrative tasks, contributing to program development and forming a strong recruitment strategy in addition to:

- Assisting in organizing events such as workshops and career panels in order to expose the Externs to as many career fields as possible
- Engaging girls in conversation about their educational and career paths, offering them support and sound advice
- Recruiting corporations and businesses as host sites for extern summer placements
- Accompanying coordinator to events and provide support as needed
- Attending Saturday Development Days to help with Externs, facilitating panels, organizing workshops, guiding guest speakers and students
- Development of program newsletters
- Data entry within Microsoft Excel
- Other related duties as assigned

#### Qualifications

- Excellent organization, time management, and interpersonal skills
- Interest in working with underrepresented communities
- Ability to build rapport with girls and their families
- Computer skills using MS Office, Outlook, Excel, and PowerPoint
- Personal laptop to utilize during internship is preferred
- Must pass background check
- Must have reliable transportation



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### Time Commitment

- February-May, 2018
- At least 2-4 days per week Monday-Friday, 5-8 hours per day (events may vary the time commitment)
- Saturday Externship Development Days 8am-5pm: March 24, April 14, April 28, May 19

### Locations

- Girls Inc. Youth and Family Center: 1815 Anaheim Ave Costa Mesa CA 92627
- Development Day locations: TBD (will be in Orange County)

**To apply, please email your resume to:**

Jessica Ross, Externship Coordinator

[jross@girlsinc-oc.org](mailto:jross@girlsinc-oc.org)

**Resume submission deadline:** Tuesday, January 30, 2018 by 5:00pm

**Interviews will be scheduled for:** Tuesday, February 6, 2018

### About Girls Inc.

Girls Inc. inspires all girls to be strong, smart, and bold, providing more than 140,000 girls across the U.S. and Canada with life-changing experiences and solutions to the unique challenges girls face. The Girls Inc. Experience consists of people, an environment, and programming that, together, empower girls to succeed. Trained staff and volunteers build lasting, mentoring relationships in girls-only spaces that are physically and emotionally safe and where girls find a sisterhood of support with shared drive, mutual respect, and high expectations. Hands-on, research-based programs provide girls with the skills and knowledge to set goals, overcome obstacles, and improve academic performance. Informed by girls and their families, Girls Inc. also works with policymakers to advocate for legislation and initiatives that increase opportunities for girls. At Girls Inc., girls grow up healthy, educated, and independent.

For additional information, please visit our website at: [www.girlsinc-oc.org](http://www.girlsinc-oc.org)

*Inspiring all girls to be Strong, Smart and Bold!*

Girls Inc. of Orange County  
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