

Glazer Children's Museum



INTERN JOB DESCRIPTION

Florida Girls STEM Collaborative

Have a passion for making sure the playing field is equal for every girl who wants to be an astronaut, computer scientist, or engineer? Join us at Glazer Children's Museum as we launch the **Florida STEM Girls Collaborative**. The **Florida STEM Girls Collaborative** is the statewide organization affiliated with the National Girls Collaborative Project and the Connector. Florida STEM Girls Collaborative will bring together organizations throughout the state (especially those focused on out-of-school time) and corporations that are **committed to informing and motivating girls to pursue careers in science, technology, engineering, and mathematics (STEM)**.

Internship Summary:

This is an exciting learning opportunity for someone who is interested in planning events for nonprofit organizations, appreciates the ability to convene and network groups together, and a passion for STEM for girls. While unpaid, this position will report to the President & CEO of the Glazer Children's Museum. The opportunity to plan events, create networks, social media and interest profiles will provide support for the new Florida Girls STEM Collaborative. Interns will be accepted for Summer, FALL or SUMMER and FALL.

Responsibilities:

- Plan, organize and strategize all aspects of events from start to finish – Summer events include a summit as well as a Hidden Figures screening.
- Create electronic invitations
- Create event eblasts
- Create and maintain Social media and website updates
- Organize, build files and create and maintain databases, such as for the national web site, the Connector and Florida's own website

- Provide and research academic papers and current studies as a tool for distributing to the network.
- Provide recommendations on community outreach for the Collaborative

Experience:

- The ideal candidate should have a passion for elevating women in STEM careers and are likely to be pursuing a degree in a STEM career or in women's studies.
- *Junior level or higher in College, Masters students welcome*
- Familiar with Gmail, Google Docs, Sharepoint, Basecamp, Microsoft Office (e.g. Word, Excel, and Power Point)

Application

Please submit letter of interest and resume to cstubert@glazermuseum.org.