



Inspiring all girls to be strong, smart & bold

Girls Incorporated of Alameda County

Job Announcement

Position Title: All STARS Build IT! Coordinator (full-time)

Reports to: All STARS Program Manager

Organization Overview: Girls Incorporated of Alameda County is an affiliate of the national organization, Girls Incorporated, the nation's leading voice for girls. Through innovative programs and cutting-edge research, Girls Inc. *inspires all girls to be strong, smart and bold*. For more details, please visit our website at

Program Description: Girls Inc. seeks a Build IT! Coordinator for the All STARS (Sports, Technology, Academics, Responsibility, and Sisterhood) Program. Specifically, this coordinator is responsible for overseeing the successful delivery of a Build IT!. Build IT! is a problem-based curriculum, which capitalizes on girls' interest in design and communication technologies through the design of blogs, websites, games, etc. The curriculum is developed through a collaboration between Girls Inc. of Alameda County and Stanford Research Institute (SRI) International.

For more information on All STARS, please visit:

http://girlsincalameda.org/programs/oakland/oakland_middleSchool.htm.

For more information on Build IT!, please visit:

<http://ctl.sri.com/projects/displayProject.jsp?Nick=buildit>.

Primary Responsibilities:

- o Collaborate with SRI to review, edit, and enhance Build IT! curriculum to assure Girls Inc. approach programming.
- o Plan and implement trainings for Build IT! staff
- o Co-facilitate direct service and provide ongoing curriculum review and adaptation meetings to assist and support program staff in the successful delivery of Build IT!.
- o Assist outside evaluator and SRI in evaluation of Build IT!, including administering, collecting, and reviewing evaluation tools.
- o Work collaboratively with Program Staff to coordinate and host Family Tech Nights.
- o Coordinate and cultivate relationships with local IT professionals to serve as guest speakers and mentors to Build IT! participants.
- o Plan, oversee, and attend fieldtrips to IT related businesses, community organizations, museums, etc.
- o Enhance integration of math activities into Build IT! curriculum.

- o Develop plan to integrate Build IT in to other Girls Inc. programs, as well as a plan to expand to new school sites.

Qualifications and Skills:

- Experience working with middle school aged students in after school programming, youth development or educational settings.
- Experience working with youth representing diverse cultures, ethnicities, languages, and abilities.
- Experience or interest in designing and developing project-based technology programming with youth.
- Knowledge of gender equity issues affecting girls and young women.
- Excellent verbal and written communication skills.
- Bachelor's degree preferred.
- Employment is contingent upon a clean driving record, valid California Driver's License, access to a reliable vehicle, and proof of automobile liability insurance.

Training: The Middle School Program Manager provides training about Girls Incorporated, its mission and its policies, as well as program specific training.

Salary: Competitive DOE

Employment: full-time employment

Benefits: Full medical and dental, vacation, sick and holiday pay, and 403(b) plan with employer match. Differential compensation is paid for bilingual skills.

Start Date: ASAP

Fingerprinting and a criminal background clearance required.

To apply, submit a cover letter with resume and salary history to:

Girls Incorporated of Alameda County
13666 East 14th Street, San Leandro, CA 94578
Attn: Melissa Bryan, All STARS Program Manager
or email mbryan@girlsinc-alameda.org

Girls Incorporated is an affirmative action/equal opportunity employer.