



of the Island City

TEEN STEM PROGRAM COORDINATOR

[Girls Inc. of the Island City](#) has been serving children and families in the city of Alameda since 1964. Our mission is to inspire all girls to be strong, smart, and bold and to engage youth in creating a more equitable society. We achieve this mission through innovative research-based Girls Programs for girls and gender expansive youth ages 6-18, and Alameda Island Kids licensed child care for any child attending our partner Alameda Unified elementary schools. With a strong history in Alameda, Girls Inc. of the Island City is a local affiliate of the national Girls Inc. organization. We embolden our participants to embrace risks, increase confidence and self-esteem, and take action to achieve their dreams.

Girls Inc. of the Island City delivers an in-school social emotional learning program to girls in nearly a dozen Alameda Unified School District schools; at our home campus the Meyer's Center, we offer a daily after school program and summer camps for K-5th girls, and school break camp for all children. Girls Inc. teen programs include summer camps, Eureka! for girls interested in STEM, and ongoing workshops. Alameda Island Kids serves children in five Alameda elementary schools. In all, Girls Inc. of the Island City engages nearly 850 youth annually. The operating budget is \$3M, with ~40 full-time and part-time staff.

THE OPPORTUNITY

The Teen STEM Program Coordinator is the lead manager, partnership developer, and facilitator for the EUREKA! Program which aims to increase teen girls' interest in exploring career paths in the fields of science, technology, engineering, and mathematics and to provide leadership development opportunities. In the 2026-2027 school year, we have partnered with Alameda Unified School District to offer a program focused on Information, communications and technology development with a cohort of 20-25 students.

RESPONSIBILITIES

- Create, plan and implement a twice monthly computer technology and leadership development sessions to 20-25 teen girls during the academic year.
- Collaborate with District staff and school personnel to recruit participants.
- Develop and maintain positive relationships with teens, school personnel, families, volunteers, other program staff and school faculty.
- Research and lead field trips and guest speakers/panels from partner technology firms.
- Participate in AUSD-provided technology training; implement with teens.
- Gain familiarity with and implement the Lean In Girls curriculum.
- Evaluate and assess the Eureka program for both internal and AUSD purposes.
- Supervise teens during program activities and field trips.

- Maintain all financial and program records for both internal and external purposes.
- Imagine future STEM and EUREKA programs for Girls Inc. of the Island City.
- Attend all staff meetings and professional development.
- Work as a team member with the Director of Programs and other Program Staff.
- Perform other duties as assigned.

WHO WILL THRIVE IN THIS ROLE

Our ideal candidate will have a bachelor's degree in a STEM field or another degree with passion for STEM, and gender equity. The ideal candidate will also have 2+ years of experience in youth-serving programs, including teaching/facilitation.

Additional requirements:

- Deep resonance with the mission of Girls Inc. of the Island City
- Passion about STEM and the gender equity issues in STEM
- Proven ability to build relationships with teens, families, staff, and partners.
- Experience in curriculum/workshop planning and facilitating teens.
- Excellent planning and organizational skills.
- High level of integrity, diplomacy, accountability.
- Commitment to girl-centered programs and equity & inclusion.
- Curiosity, integrity, problem-solving, and adaptability.
- Must have a driver's license and be insurable by Girls Inc. of the Island City.
- Ability to pass required criminal background checks and health assessments.

POSITION LOGISTICS

- 20 hrs/week, \$31-33/hour.
- The primary work location is Girls Inc. of the Island City offices and school sites, with some flexibility for remote work.
- Start date for this position, July 15, 2026
- Must be able to work 1-2 Saturdays per month and some weeknights.
- Staff must be able to do physical tasks such as setting up tables and chairs, lifting supplies and or boxes, and daily program clean up
- Staff must pass a Livescan/Background Check
- Paid Time Off: Vacation, Sick and Holiday
- Reports to the Director of Girls Programs

Questions? Contact Natalie Duarte, Director of Girls Programs, nduarte@girlsincislandcity.org

To Apply: Send a cover letter and resume to careers@girlsincislandcity.org

GIRLS INC. OF THE ISLAND CITY IS AN EQUAL OPPORTUNITY EMPLOYER