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Summer 2025 Impact Interns Position Description

Organization Information

Organization Name: Girls Inc. of the Washington DC Metropolitan Area

Address: 614 Connecticut Ave. NW #279

Organization Website: www.girlsincdc.org

Organization Description: Girls Inc.'s mission is a more equitable world where girls and young women are inspired to be strong, smart, and bold. We provide girls with opportunities in a safe pro-girl environment that encourage them to grow mentally, physically, socially and emotionally.

Position Logistics

Intern Preference: Graduate student

Start and End Date: June 23rd-August 8th

Hours per Week: 30

Number of Weeks: 7

Expected Daily Hours: 9am-3pm

Important Availability Dates: N/A

Location: Hybrid of in-person and remote work (2 in-person days each week)

Position Information

Core Technical Skill Set:

- Program Management - includes program design and overseeing day to day program operations

General Duties and Responsibilities:

- Create surveys and collect data from youth in our programs.
- Review Girls Inc.'s existing curriculum
- Update outdated curriculum by designing lessons and hands on activities for youth
- Support programming by generating field trip ideas and other in person experiences that align with new curriculum
- Research today's common trends and relevant topics

Specific Deliverable(s):

- Redesign an outdated Girls Inc. curriculum so that it is currently relevant

Qualifications:

- Effective time management skills and the ability to multitask
- Strong writing skills with attention to detail
- Competency in Microsoft applications including but not limited to Word, Excel and Outlook

Preferences:

- A commitment to DEI, Equity and Justice work, specifically for girls and LGBTQ+ youth
- Leadership experience
- Curriculum design and/or lesson planning

Physical Demands of Position: N/A