



**BOYS & GIRLS CLUBS  
OF MONTEREY COUNTY**

## Girls' Health in Girls' Hands (GHGH) Program Intern

### **PROGRAM DESCRIPTION**

Girls' Health in Girls' Hands (GHGH) is a girl-led movement for health empowerment. The collaborative is made up of six agencies that enhance their girl-serving programs to include health education, leadership training, and advocacy for system change. Approximately 600 girls participate in this initiative, coming together for monthly planning meetings, at least one countywide event and youth-led advocacy. For more information please visit [www.ghghmonterey.org](http://www.ghghmonterey.org)

Based on the duties described below, **this is a part-time non-exempt (hourly wage) position without benefits.** This is a part-time paid internship ~10 hours/week (40 hours/month), to cover the period from July 2018 to June 2019.

### **POSITION DESCRIPTION**

#### **Scope of responsibilities:**

The GHGH Intern assists with planning, promotion, production, implementation, evaluation, written and visual documentation and reporting of diverse GHGH activities throughout Monterey County and online. She may also assist, with general administrative support of programs' and operations. The GHGH Intern works under the supervision of the Program Coordinator for GHGH.

The position includes co-facilitating the GHGH youth leadership training curriculum, creating and curating website media content, blogging, social media management, logistical support for events, and assistance with program evaluation. The position may also involve advocacy research and community action support.

The position involves flexible hours because meetings and program activities may occasionally occur outside of normal office hours and in various locations. The GHGH Intern's primary work location will be the Boys & Girls Clubs of Monterey County (BGCMC) Seaside Clubhouse at 1332 La Salle, Seaside, CA.

#### **Detailed responsibilities:**

1. Co-facilitate youth leadership and advocacy curriculum with GHGH Program Coordinator.
2. Assist in the logistical details associated with GHGH events including, but not limited to, promotional and printed material, registration of participants, evaluation of event and assistance with planning/design.
3. Assist with the photo and video documentation of various GHGH meetings, events and advocacy.
4. Manage and curate online aspects of GHGH including, Facebook, Twitter, Pinterest, Instagram, GHGH WordPress website and internal group web sites.
5. Other duties as assigned.

#### **Essential qualifications:**

1. GLN alumnae of a GHGH Program (Boys & Girls Club, Girls Inc., Postpone-MCHD, MyLife-MCRCC, Peer Educators-PPMM, YEA-YWCA, ).
2. Able to perform the essential responsibilities of this position.
3. Commitment to social justice and health equity.
4. Some college or equivalent experience.
5. Strong analytical skills. Excellent verbal and written communication skills.
6. Must have a reliable source of transportation.

7. A minimum of one year's experience working or volunteering in a non-profit or relevant course work.
8. Ability to multitask.
9. Motivated and able to work independently.
10. High levels of integrity, loyalty, discretion, and professionalism.
11. Proven team player who assists others and asks for help when needed.
12. Strong listening, interpersonal, networking, and customer service skills.
13. Able to work effectively with people from varying backgrounds.
14. Deep interest in and commitment to the vision, mission, and work of Girls' Health in Girls' Hands.
15. Computer literacy with competence in Microsoft Office and social media.
16. Able to lift a 30 pound box and carry it 100 feet; push a hand-truck/dolly with a load of 150 pounds a distance of 100 yards; and access items on shelves and in files located 0 to 60 inches above the floor.

**Desirable qualifications:**

1. Familiarity with the field of girls' health and education.
2. Familiarity with Wordpress website design.
3. Experience in administrative or logistical support activities.
4. Biliteracy in English and Spanish.
5. Familiarity with program design and evaluation.

**Compensation:**

Hourly wage with experience \$13.00-15.00/hr.

**\*Please submit completed application and cover letter by July 2<sup>nd</sup>, 2018 on:**

<https://recruiting.paylocity.com/recruiting/jobs/Apply/43793/Boys-Girls-Clubs-of-Monterey-County/Girls-Health-in-Girls-Hands-GHGH-Program-Intern>

***\*Incomplete applications and applications without cover letter will not be reviewed***

**Questions? Contact:**

Kayla Crocker  
Program Coordinator  
Girls' Health in Girls' Hands (GHGH)  
[girlshealthgirlshands@gmail.com](mailto:girlshealthgirlshands@gmail.com)  
831.394.5171 Ext:224



[www.ghghmonterey.org](http://www.ghghmonterey.org)  
[www.bgcmc.org](http://www.bgcmc.org)