



SUMMARY: Girl Scouts mission is to build girls of courage, confidence and character who make the world a better place. We are the preeminent leadership development organization for girls. Girl Scouts of Southern Arizona engages over 6,000 girl members and 2,500 adult members. Girl Scouts offers national recognized leadership curriculum where girls learn new skills, gain confidence, grow their network, and have fun in a unique and safe environment. Our internships help us to grow our presence throughout Southern Arizona, measure our impact, engage girls and adults, and so much more.

MINIMUM QUALIFICATIONS

- Education – Preference given to sophomore and above
- Cum GPA – 3.0

REQUIRED APPLICATION MATERIALS

- Resume with coversheet
- \$25 annual membership year fee (financial aid available)

KNOWLEDGE, SKILLS, AND ABILITIES:

- Responsible, punctual, detailed oriented
- Good verbal and written communication skills
- Interest in and motivated to learn and reflect on content area of internship
- Ability to work with a diverse team
- Knowledge and skills using Microsoft Word and Excel
- Ability to travel to our office off campus (4300 E. Broadway Blvd)

Internship Position Descriptions

Program Evaluation: Girl Scouts engages girls in diverse programming from camp to financial literacy to body confidence. To measure the impact of our programming, Girl Scouts of Southern Arizona measures our success through a variety of program evaluation techniques. The results are used to improve program quality, inform staff and volunteer trainings, secure new funding, and share our successes and areas of improvement with our stakeholders. A Program Evaluation Intern will learn how program evaluations are designed, be responsible for data integrity, and have the opportunity collect and analyze results. Flexible schedule is available.

Digital Marketing and Communications: Build and analyze dynamic social media campaigns, and/or learn back-end website management skills. Interns will work on multifaceted projects, the goals of which may include increasing social media engagement, crafting social media advertising campaigns, developing webpages, auditing website content, and more, depending on interest, need, and timeframe. Interns may need to travel throughout greater Tucson to document events and programs for usage on social media. Interns will learn how to manage social media and web platforms for a nonprofit organization with diverse membership, gain experience developing plans and measuring success, and improve their writing skills. No prior technical or web experience necessary! Flexible schedule available.

Product Program: Support the development of girl entrepreneurs through the Girl Scout Cookie Program and the Fall Product Program, which total \$4.2 million dollars in sales annually. Girls learn critical business skills such as money management, business ethics, decision making, people skills, and goal setting. Interns can support the development and implementation of our financial literacy programs by developing curriculum, planning for girl rewards, assisting with logistics, tracking, and forecasting, and more! Our intern will learn how to plan and support a program that funds girl adventures, provide excellent customer service to members and the public, and manage and support thousands of sellers. Flexible schedule available.

STEM Program: Our girls are interested in learning STEM skills in an all-girls environment. Design, customize, and implement engaging STEM curriculum for girls in a variety of settings. Interns will work to support a STEM Club for girls to meet monthly, bolster curriculum that GSUSA has developed with a more local feel, engage community partners in sharing their expertise, assist with grant implementation and reporting, and more! This position will be expected to have the ability to travel throughout greater Tucson to meet with partners, troops, and attend girl programs. Flexible schedule available.

Adult Development: From our beginning, Girl Scouts has been an organization run by volunteers. Adult women and men lead and support our girls as they build courage, confidence, and character to make the world a better place. To ensure

high quality programming, safe places for girls to develop and grow, and well supported volunteers that we can retain year over year, we provide training to our volunteers. Our Adult Development program has many opportunities to grow to meet the need of our busy, but highly dedicated volunteers. Interns will assess our current training program, design new learning opportunities, and execute and reassess newly developed trainings. Flexible schedule available.

Recruitment: We believe that knowledge of how to join Girl Scouting as a girl and adult should be available to all Southern Arizona residents. To accomplish this result, we actively recruit new members through a variety of methods. From visiting schools and connecting to Parent Teacher Organizations, to tabling at events, online marketing, and more, our Recruitment Interns will help develop and market strategies to grow the Girl Scout movement. Interns will learn how to analyze a market, develop a recruitment strategy, implement the strategy, and gain persuasive public speaking and writing skills. Flexible schedule available.

Retail: The Retail Associate Internship will focus on learning to develop a foundational knowledge of merchandising, visual, planning, and allocation function. The intern will have the opportunity to work in a creative environment and curate a unique and original assortment for the Girl Scouts of Southern Arizona retail store(s). This internship will focus on learning our product lifecycle; from concept to in-store execution, inventory management, marketing, and merchandising. They will also assist in the analysis and creation of product performance reports and mobile shop opportunities. Interns will also learn how to build an assortment and learn to create and maintain purchase orders using retail management software.

Curriculum Development and Implementation: Interns in this area will partner with staff and volunteers to develop and implement high quality curriculum that aligns with Girl Scout outcomes and standards. Programs will be delivered in a variety of settings, including our Social Impact program. Curriculum can focus on the needs of our current membership and/or be aligned a student's interest area. For example, many Girl Scouts are interested in Computer Programming, but do not necessarily have access to adults who understand and can teach Computer Programming in age appropriate ways. Interns in this position will have the ability to work with staff and volunteers to develop age appropriate, high quality curriculum, have the opportunity to test the curriculum with diverse groups of girls, and adjust curriculum based on findings. This position will be expected to travel throughout greater Tucson to deliver programs and should have reliable transportation. Schedule may vary based on opportunities to facilitate program.

All Internship Positions are currently unpaid.

Email resume with a cover letter to Timalee Nevels TNevels@GirlScoutsSoAZ.org

Your application should include the following:

- Résumé
- Cover letter addressing the questions listed below.

Please use additional pages to answer the following questions:

Question #1: Why are you interested in internship opportunities at Girl Scouts of Southern Arizona?

Question #2: Review the internship position descriptions, and list your top choice. Describe why this focus is of interest to you. *If you have interest in more than one focus please list up to 3 in the order of your interest.*

Question #3: What are your current career goals?