



Internship Opportunity: California Girls STEM Collaborative

Location: Virtual

Compensation: Unpaid (Academic credit may be available)

Time Commitment: Flexible schedule, Depending on role, 4-8 hours a month

Duration: Ongoing or Semester-based (Fall/Spring) or Summer session

About Us

The California Girls STEM Collaborative is dedicated to advancing opportunities for girls and young women in science, technology, engineering, and mathematics across California. We connect organizations, educators, and advocates working to close the gender gap in STEM fields.

Opportunity Overview

We are seeking motivated, independent interns to join our team in various capacity areas. These virtual internships offer hands-on experience in nonprofit operations, STEM advocacy, and professional development. Interns may focus on one specific area or collaborate across multiple functions based on interest and organizational needs.

Areas of Support

Digital Engagement & Communications

- Support social media presence and online community building
- Assist with content creation and organizational messaging
- Help maintain digital platforms and communication channels

Research & Information Management

- Conduct research to support organizational initiatives
- Assist with data compilation and information gathering
- Support reporting and documentation needs

Publications & Outreach

- Contribute to newsletter development and distribution
- Assist with written communications and content coordination



- Support outreach and engagement efforts

Program Support & Coordination

- Help with membership engagement activities
- Assist with meeting planning and logistics
- Support various organizational events and initiatives

Ideal Candidate Qualities

- **Self-starter** with strong initiative and ability to work independently
- **Detail-oriented** with excellent organizational skills
- **Passionate** about advancing girls and women in STEM
- **Reliable** with strong time management and ability to meet deadlines
- **Collaborative** team player with professional communication skills
- **Tech-savvy** with proficiency in Google Workspace and social media platforms

What You'll Gain

- Real-world experience in nonprofit operations and STEM advocacy
- Professional development and networking opportunities
- Invitation to CGSC events (subject to availability)
- Flexible virtual work environment
- Letter of recommendation upon successful completion
- Meaningful contribution to an important mission
- Credit or volunteer work hours for school, etc.

To Apply

Please submit your resume, a brief cover letter indicating your area(s) of interest, and availability to Courtenay Carr Heuer at courtenay@carrheuer.org. Multiple positions available—we encourage applicants to apply even if you can only commit to one focus area.

California Girls STEM Collaborative is committed to diversity, equity, and inclusion in all aspects of our work.