Program Description
The National Girls Collaborative Project (NGCP) Anniversary Fellowship Program is a nine-month professional development program open to early career professionals, including graduate students, interested in gender equity and informal STEM education.

The goals of the fellowship are to empower early career professionals by:
- Increasing their knowledge of gender equity and STEM, including gender equitable and culturally responsive approaches to STEM learning
- Building and strengthening skill sets related to project management, science communication, and collaboration
- Providing diverse opportunities to learn and collaborate with the NGCP team and national network

The fellowship program will enhance NGCP’s efforts to address inequities in STEM.

Scope of Work
NGCP Fellows will provide coordination and technical support for NGCP’s Collaborative Leadership teams, as well as ongoing national STEM and equity projects. Fellows will collect information and synthesize data to support the development of knowledge products, including training materials for the NGCP network, project reports, and research briefs. Fellows will support NGCP events, such as national webinars, network-related trainings, and community of practice offerings. They will conduct ongoing monitoring of current developments and events related to equity and STEM, informal STEM education, education policy, and trends and debates across relevant research communities. Fellows will also participate in advanced training on gender equity and cultural responsiveness and have opportunities for continued learning and access to ongoing mentorship and support.

Fellows may engage in some of the following activities, depending on their interests and the needs of the organization:
- Assist with the creation of resources, such as contributing to report writing, developing presentations, and planning webinars
- Collect and synthesize data (from internal and external sources) to inform NGCP and the NGCP community
- Assist with writing NGCP impact stories
- Support NGCP Collaboratives across the U.S. by identifying and/or developing needed resources and technical assistance materials
- Work directly with NGCP Collaboratives to support their state or region-based work (for fellowship recipients who are located near an existing Collaborative).
- Attend local, regional, or national events related to STEM and/or equity and share learnings with NGCP staff
- Work on a specific NGCP project, dependent on fellowship recipients’ interests and project needs
Required Qualifications
- Must be U.S. citizens
- Bachelor’s degree or equivalent experience
- Proficient with content management systems, Microsoft Word, Excel, PowerPoint, SharePoint, and Outlook
- Excellent written and oral communication skills
- Excellent organizational skills, ability to operate independently, work remotely, and meet deadlines
- Must demonstrate collaboration skills and the ability to work effectively as part of a team
- Familiarity with gender equity, informal science, afterschool/out of school time, STEM fields
- Interest in advancing gender equity in STEM education
- Interest in being part of a community of practice
- Detail-oriented

Commitment and Compensation
The NGCP Anniversary Fellowship is a remote-based, nine-month program. Fellows are required to commit 4-6 hours per week (on average). Fellows will be compensated $1,000 U.S. Dollars for the duration of the program.

Application Process
Interested candidates should send a cover letter, resume, and two references to Kata Lucas at klucas@ngcproject.org. The application closes November 23, 2021, and interviews will occur in December 2021. The Anniversary Fellowship Program will begin in early February 2022. Please direct any questions to Kata Lucas, klucas@ngcproject.org.