



ASIAN COMMUNITY DEVELOPMENT CORPORATION AMERICORPS MASSACHUSETTS PROMISE FELLOW

AmeriCorps Massachusetts Promise Fellows deliver the resources young people need to be successful in life by creating, managing, and leading meaningful out-of-school time programs for youth in grades 6-12. Fellow projects focus on mentoring, social and emotional learning, college and career readiness, academic enrichment, and community service-learning.

The Massachusetts Promise Fellowship achieves this by placing AmeriCorps Fellows with schools, non-profit organizations and state/local government agencies that focus on fulfilling the needs of our youth by providing: *a caring adult, a safe place, a healthy start, a marketable skill, and an opportunity to give back.*

SERVICE DESCRIPTION

BOSTON

AsianCDC's youth leadership program, A-VOYCE, creates a pipeline of high school-aged Asian American youth who have the vision and tools to shape the physical landscape of their neighborhoods. As a part of A-VOYCE's strategic growth as a multi-year involvement program, A-VOYCE will build out a second-tier curriculum for returning 2nd-3rd year youth, with a focus on community project execution and college/career readiness.

The Fellow will be responsible for building out ACDC's college and career readiness program in 4 ways:

1. Create a marketable skills curricula for a second-tier program that equips 15-20 returning youth
2. Support returning youth in applying and practicing marketable skills by executing community projects
3. Pilot a match savings initiative for a cohort of 5-10 Juniors in the second-tier program
4. Build out existing college access initiatives including "SOUL College Readiness Retreat" and college tours/panels

In addition to programming, the Fellow will act as a supportive adult and develop relationships with the 15-20 youth.

LOCATION: BOSTON, MA

ESSENTIAL RESPONSIBILITIES

- Develop a 35-week program that equips youth with communication, time management, and budgeting skills
- Create and deliver marketable skills curriculum that will be applied through community projects
- Coordinate guest workshops that aim to increase financial literacy and college preparedness
- Select cohort of 5-10 juniors in the second-tier program to pilot match savings initiative, where ACDC matches youth savings to increase college affordability
- Schedule monthly check-in's with match savings cohort to assess savings progress and identify areas of need for training and support

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- Maintain and deepen existing partnerships with schools, university offices, local community programs, and business professionals
- Record all curricula and planning to ensure program sustainability and growth
- Work with Youth Programs Manager to reinforce A-VOYCE values and ensure inclusive, caring program culture across A-VOYCE programs
- Work with Youth Programs Manager to track and measure quarterly year goals
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 12 month commitment

QUALIFICATIONS

- Ability to work independently and take initiative
- Excellent organizational and communication skills
- Creativity to experiment and make calculated risks while piloting program structure
- Deep belief in the power and potential of young people to create social change
- Desire to work with immigrant and first-generation college students
- Demonstrated commitment to teamwork and shared success
- Ability to track success goals and measurements
- Ability to prioritize tasks and maintain progress on short and long-term goals
- Experience working with youth
- Must be a US Citizen, US National or Permanent Resident Alien
- Must be willing to undergo a National Service Criminal History Check, including screenings through the National Sex Offender Public Website, a name-based search of the statewide criminal history registry both in Massachusetts and your state of residence upon application to our program (if not Massachusetts), and a fingerprint based FBI check. *Eligibility to participate in MPF is contingent on the results of this screening

FELLOW SCHEDULE

M-F, 9:30AM-5:30PM, WITH OCCASSIONAL 2-4HRS OF SATURDAY PROGRAMMING IN THE SPRING/SUMMER
 SUPERVISOR NAME: JEENA HAH

BENEFITS

For a one year full-time commitment and 1700 hours of AmeriCorps service Fellows receive:
 A taxable living allowance of \$14,500/year ♦ Excellent training opportunities ♦ FREE courses at Northeastern University in the College of Professional Studies & discounted courses upon successfully completing the service year ♦ Loan forbearance and a \$5,815 educational award ♦ Monthly travel allowance ♦ Career coaching and support ♦ Healthcare benefits

CONTACT INFORMATION

Apply ASAP! Applicants are hired on a rolling basis.

Visit <https://www.surveymonkey.com/r/mpfgeneralapp2017> to complete a general application **and send a letter of interest, resume and contact info for two references ASAP and before May 19th, 2017** to Asian Community Development Corporation at jeena.hah@asiancdc.org.

MORE INFO

- Interviews will take place during May and June of 2017 and reasonable accommodations will be made available for interviews upon request.
- Selection decisions will be made on or before July 16th, 2017. **All position offers will be provisional until 2017-2018 federal funding has been confirmed.**
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- Program start date is August 9th, 2017
- More information about Asian Community Development Corporation and the youth program can be found at www.asiancdc.org.
- **Visit www.masspromisefellows.org for detailed program information**

The Massachusetts Promise Fellowship is committed to providing equal opportunities. We serve and partner with diverse organizations, and are dedicated to non-discrimination. It is our policy to ensure that all individuals with whom we are in contact are treated equally without regard to age, color, disability, gender, marital status, national origin, religion, sexual orientation or expression, or veteran status. We require that all our partners make reasonable accommodations for interviews and service for any and all individuals with a permanent or temporary disability. We actively partner with organizations representing minority concerns and interests to build high-performing teams that mirror the communities we serve.

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