



## BOSTON CHINATOWN NEIGHBORHOOD CENTER 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.*

**The Boston Chinatown Neighborhood Center (BCNC)** is a multi-service non-profit agency serving Asian Americans and the greater Boston community. The mission of BCNC is to ensure that the children, youth, and families we serve have the resources and supports they need to achieve greater economic success and social well-being.

### SERVICE DESCRIPTION

Reporting to the Director of Youth Education, the Fellow serves as the College Access Coordinator and oversees the College Access Program (CAP) at BCNC Quincy. The Coordinator will work with primarily high school sophomores and juniors. The Coordinator is responsible for program development and design, evaluation, outreach and recruitment, and student advising. The Coordinator is BCNC's primary liaison with parents and support staff and faculty from area schools, regarding college access. In addition to these primary responsibilities, the Coordinator will work within BCNC Youth Center to provide office and program support where needed.

LOCATION: QUINCY, MA (WITH OCCASIONAL TRAVEL TO BOSTON)

### ESSENTIAL RESPONSIBILITIES

- Develop a college access curriculum that covers topics that are culturally responsive and relevant to youth participants
- Organize and implement weekly college access workshops for 15-20 youth participants.
- Organize and implement 4-5 college visits for youth participants.
- Oversee the development and completion of a final project by youth participants.
- Oversee the development of a senior year portfolio for current high school juniors.
- Provide one-on-one and/or small group mentoring to youth on the college application process.
- Serve as a liaison between youth and other community resources.
- Maintain data tracking by preparing and keeping attendance, filing incident and accident forms as need, and maintaining relevant evaluation and program forms.
- Perform administrative duties such as filing, inventory, accounting, phone communications, etc.
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth.
- Make a full-time, 12-month commitment.

### QUALIFICATIONS

- Bachelor's degree in education, social work, counseling, or related fields.

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- Knowledge of higher education landscape.
- Knowledge of college application process, financial aid, and college admissions testing.
- Experience in youth work, and/ or teaching middle/high school youth.
- Experience in curriculum development.
- Ability to work independently and cooperatively.
- Excellent organization, facilitation, communication, and interpersonal skills.
- Experience working in a multicultural, multilingual setting.
- Ability to prioritize tasks and maintain progress on short and long-term goals.
- Strong critical thinking and problem solving skills.
- Interest in and commitment to national and community service.
- (Preferred, but not required) Knowledge of the Quincy community.
- (Preferred, but not required) Bilingual English/Cantonese or English/Mandarin speaking skills.
- (Preferred, but not required) Experience or knowledge of Asian American and/or Asian American youth issues.
- 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, 10AM-6:30PM, WITH OCCASIONAL WEEKEND EVENTS

SUPERVISOR NAME: SANDRA LEE, [sandra.lee@bcnc.net](mailto:sandra.lee@bcnc.net)

#### 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 June 30<sup>th</sup>, 2017** to Boston Chinatown Neighborhood Center at [jobs@bcnc.net](mailto:jobs@bcnc.net), with subject line "CAP Coordinator/AmeriCorps Fellow".

#### 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 16<sup>th</sup>, 2017. **All position offers will be provisional until 2017-2018 federal funding has been confirmed.**
- Program start date is **August 8<sup>th</sup>, 2017**
- More information about BCNC and the youth program can be found at <http://www.bcnc.net>
- **Visit [www.masspromisefellows.org](http://www.masspromisefellows.org) for detailed program information**

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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

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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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Northeastern University  
College of Professional Studies

