



## **BUILD**

### **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** – BUILD is an innovative four-year Entrepreneurship and College Access Program that motivates students to re-engage with academics. The Fellow will work on a College “Accelerator” Project consisting of three areas: 1) college application case management for seniors, 2) planning three full-day “accelerator” for juniors at all our sites focused on identity exploration and personal goal setting, 3) implementing social or cultural engagement activities. Since our students will be first-generation college students, our work is not only focused on guiding students through the application process, but also building strong peer and mentor relationships *through that process*—relationships that will provide support throughout our students’ future college experiences.

#### **ESSENTIAL RESPONSIBILITIES**

- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 12-month commitment
- Case management of about 15-20 seniors and 15-20 juniors to monitor academic performance and connect students to proper resources.
- Plan and lead after-school session activities, utilizing our curriculum.
- Plan events or activities to encourage group cohesion and engagement.
- Maintain accurate records of attendance and track student progress in the application process.
- Attend weekly staff meetings in addition to program meetings.

#### **QUALIFICATIONS**

- Excellent organizational and communication skills
- Strong writing and editing skills
- Attention to detail
- Interest in and commitment to national and community service
- Experience working with youth
- Strong critical thinking and problem solving skills
- Ability to prioritize tasks and maintain progress on short and long-term goals
- Willingness to learn and adapt quickly
- Ability to work independently as well as within a team

#### **Massachusetts Promise Fellowship**

Northeastern University ♦ 360 Huntington Avenue, 232 YMC ♦ Boston, MA 02115  
masspromisefellows@neu.edu ♦ www.masspromisefellows.org

- Previous college counseling or admissions experience is a plus
- 17 years of age or older
- High school diploma or GED equivalent. Bachelor's preferred.
- Ability to speak Haitian-Creole, Cape Verdean Creole, or Spanish is a plus, but not required.
- 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

MONDAY AND FRIDAY: 10:00AM-6:00PM

TUESDAY, WEDNESDAY AND THURSDAY: 11:00AM-7:00PM

SCHEDULE MAY CHANGE SLIGHTLY DEPENDING ON ORGANIZATIONAL NEEDS.

SUPERVISOR NAME: DORI ASPURU-TAKATA (DASPURU-TAKATA@BUILD.ORG)

### 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 19<sup>th</sup>, 2017** to Dori Aspuru-Takata at [daspuru-takata@build.org](mailto:daspuru-takata@build.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 16<sup>th</sup>, 2017. **All position offers will be provisional until 2017-2018 federal funding has been confirmed.**
- Program start date is August 10<sup>th</sup>, 2016
- More information about BUILD and the youth program can be found at <http://buildinboston.org> or on Facebook: @BUILDinBoston
- **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 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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