



## **BUILD**

### **AMERICORPS MASSACHUSETTS PROMISE FELLOW**

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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.*

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**SERVICE DESCRIPTION:** The Fellow serving with BUILD on academic enrichment would take the lead, in partnership with our program team, to recruit and lead a staff of volunteer tutors to support academic progress for students in grades 10-12. This Fellow would work directly with 15-20 students from two of our partner high schools in the Boston Public School system for over 200 hours over the course of the year (approximately 80% of the service hours), and would get to know the students and their particular needs. With support from our team, the Fellow coordinates learning opportunities that help students to discover their passions and interests. We believe the best way to bolster academic engagement is through authentic relationships and exposure to potential passions and interests that keep students focused on future goals. For the remaining 20% of the time, the Fellow will be working on family outreach and engagement by planning and executing events or communication efforts.

**CITY**-Boston, MA

#### **ESSENTIAL RESPONSIBILITIES**

- Develop and execute a plan for recruiting, training, and overseeing volunteer tutors to support academics for students in grades 10-12
- Coordinate learning opportunities to bolster academic performance and engagement.
- Support family outreach and engagement
- Support BUILD Bonus Days (extra program days for students who need extra academic help) and Academic Sessions after school
- Provide assistance with data and tracking of students
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 12-month commitment

#### **QUALIFICATIONS**

- Excellent organizational and communication skills
- 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

#### **Massachusetts Promise Fellowship**

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

- 17 years of age or older
- High school diploma or GED equivalent
- 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-6PM OR 11AM-7PM, AND OCCASIONAL EVENING HOURS FOR SPECIAL EVENTS

SUPERVISOR NAME: DORI ASPURU-TAKATA (EMAIL: [DASPURU-TAKATA@BUILD.ORG](mailto: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 June 28<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
- Program start date is August 8<sup>th</sup>, 2017
- More information about BUILD and the youth program can be found at [www.buildinboston.org](http://www.buildinboston.org)
- **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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