



## KENNEDY ACADEMY FOR HEALTH CAREERS 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 EMK Massachusetts Promise Fellow will serve as the Coordinator of the Afterschool Support Program at our Fenwood Campus, leading the process for recruitment, monitoring and retention of EMK student participants and external volunteers, and assuring effective communication between volunteers, EMK staff members, and families. The EMK Afterschool Support Program engages EMK teachers as well as undergraduate and graduate students from Northeastern University and the Colleges of the Fenway to support the academic achievement of EMK students across the curriculum. The program provides afterschool tutoring in all academic disciplines, support and mentoring for science fair participation, and preparation for the required MCAS tests. In addition, by engaging near-peers in the academic support process, the program provides opportunity for mentoring and role modeling to help EMK students envision their pathway to college. While the program is open to all EMK students, the model focuses most intensively on sustained participation of a cohort of 25 students in grades 9 and 10 who are identified by teachers and school leaders.

**CITY** - Boston

### ESSENTIAL RESPONSIBILITIES

- Coordinate recruitment, orientation, training and monitoring of undergraduate and graduate students from Northeastern University and the Colleges of the Fenway who serve as tutors in the after school academic support program.
- Serve as the liaison between EMK faculty/staff and volunteers participating in the afterschool support program to provide information about current assignments, assessments and academic needs for intervention cohort students.
- Monitor participation of intervention cohort students and communicate with teachers, administration and parents/guardians to encourage/sustain student engagement in the program
- Participate in monthly student support team meetings to share information and participate in case management of intervention cohort students.

#### Massachusetts Promise Fellowship

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masspromisefellows@neu.edu ♦ www.masspromisefellows.org

- Plan activities and one-on-one check in meetings that will establish rapport and build a sense of community among the 25 intervention cohort students.
- Participate in the weekly College and Career Readiness Seminars for each grade level at the Fenwood Campus, to support the academic planning and college exploration process for EMK students. Lead or co-lead the seminars in collaboration with EMK Staff.
- Participate in weekly school-wide professional development activities
- Plan three appreciation events for program volunteers and participants at beginning, mid-year and year end.
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 12-month commitment

#### **QUALIFICATIONS**

- Excellent organizational skills
- Excellent written and verbal communication skills
- Proficiency in the use of technology – especially MS Office and Google Docs
- Strong critical thinking and problem solving skills
- Experience working with youth, particularly in an urban setting
- Demonstrated interest and commitment to service
- Maturity and professionalism, with clear understanding of appropriate boundaries in working with high school youth
- Commitment to collaboration with colleagues and families for the benefit of students – a team player
- Ability to prioritize tasks and maintain progress on multiple tasks simultaneously
- Ability to speak a second language, especially Spanish, is desired
- BA/BS 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 through Friday 8:30 AM – 5:00 PM, some flexibility is possible.
- Occasional evening commitments for parent/teacher conferences and activities/events with students and families, approximately 8 times per year
- Kennedy Academy follows the Boston Public Schools calendar for the 2017-2018 school year

SUPERVISOR NAME: BILL RAWLINSON, EMK HEALTH ENGAGEMENT COORDINATOR, [WRRAWLINSON@BOSTONPUBLICSCHOOLS.ORG](mailto:WRRAWLINSON@BOSTONPUBLICSCHOOLS.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

#### **Massachusetts Promise Fellowship**

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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 Mr. Bill Rawlinson, EMK Health Engagement Coordinator, [wrawlinson@bostonpublicschools.org](mailto:wrawlinson@bostonpublicschools.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 9<sup>th</sup>, 2017
- More information about Kennedy Academy for Health Careers and the youth program can be found at [www.kennedyacademy.org](http://www.kennedyacademy.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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