



## GIRLS INCORPORATED OF LYNN 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 College Mentoring Fellow will increase college access programming with high school juniors and seniors by recruiting and supporting volunteer mentors who will work with girls on a weekly basis. The College Mentoring Fellow will also increase girls' knowledge of colleges and scholarships that are a good fit for them and engage the parents of mentees in the program.

**CITY**-Lynn

### **ESSENTIAL RESPONSIBILITIES**

- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 12 month commitment
- Broaden and deepen the College Mentoring Program by recruiting new mentors
- Train mentors and update them so they are confident in their knowledge regarding college access and cultural competency
- Work with 15 of the girls in College Mentoring for a minimum of five hours a week
- Coordinate at least three college visits
- Coordinate visits to a business or company
- Assist with the coordination of bimonthly Career Speaker Series
- Recruit 40 teens and provide more intensive case management services as needed
- Track mentoring program data, including recruitment hours, training hours, attendance records, number of matches, student college acceptances, and scholarships awarded to mentees
- Work with girls to prepare for and coordinate Girls Inc. scholarship opportunities.
- Work to ensure that mentors are culturally aware and can thus meet the needs of their mentees
- Identify needs to enhance skills to increase college access and ensure that relevant workshops are offered
- Determine the content and schedule for juniors and seniors in the College Mentoring Program
- Work with supervisor to set goals and evaluate program outcomes
- Create and maintain a Google Drive account for the program
- Create and implement plan to engage parents in the college/scholarship/financial aid application process
- Provide one on one support to mentoring pairs and individual girls in the program
- Ensure girls receive academic support as needed

### **Massachusetts Promise Fellowship**

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

## 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
- 17 years of age or older
- High school diploma or GED equivalent
- Experience working with adults
- Strong understanding of the college application program, including scholarships and financial aid
- 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, Wednesdays, Fridays 11:00-6:30, Tuesdays and Thursdays 11:00-7:30

Supervisor: Karyn King Fargo, Career and Learning Center Coordinator: [kfargo@girlsinclynn.org](mailto:kfargo@girlsinclynn.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 30<sup>th</sup>, 2017 to Karyn**

**Fargo** [kfargo@girlsinclynn.org](mailto:kfargo@girlsinclynn.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 8<sup>th</sup>, 2017
- More information about Girls Inc. of Lynn and the youth program can be found at [www.girlsinclynn.org](http://www.girlsinclynn.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

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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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Northeastern University  
College of Professional Studies

