



# THE LEAH PROJECT AT HEALTH RESOURCES IN ACTION 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**-The Leaders through Education, Action and Hope (LEAH) Project, a program of Health Resources in Action (HRIA), is a college access, job readiness, and youth development initiative that recruits, trains, and supports low-income, high school students of color in Boston Public Schools (BPS), known as "LEAH Mentors," to teach science, technology, engineering and math (STEM) lessons and provide homework help to elementary school students. The LEAH Project's mission is to cultivate the power of youth to transform their lives and communities through science, education, and service.

The Fellow will lead and enhance the LEAH Project's College Readiness Program (CRP), working directly and consistently with 25 youth (sophomores - seniors) throughout the year. Through the CRP, the Fellow will work to increase the college-readiness of LEAH Mentors including college visits, STEM Career nights, parent engagement events, college workshops, Mentor orientation training, weekly Mentor meetings, site visits, and individual meetings with Mentors.

## ESSENTIAL RESPONSIBILITIES

- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 12 month commitment
- Provide ongoing coaching and support to 25 high schoolers over the course of the year
- Develop curriculum for college readiness program
- Provide assistance with scholarships, other leadership/service opportunities, and college applications
- Meet with Mentors one-on-one to develop and monitor an academic and personal goals plan
- Facilitate/ co-facilitate weekly meetings for LEAH Mentors with Program Associate
- Schedule and conduct at least eight local college tours
- Facilitate at least two family-Mentor events to engage parents in helping prepare their child for college
- Develop lasting partnerships with at least three community-based college access organizations in the Boston area
- Provide technical assistance to LEAH program partner sites where LEAH Mentors are placed

### Massachusetts Promise Fellowship

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

- Travel to afterschool sites where Mentors are placed to meet with youth, observe lessons, and provide feedback
- Assist with event planning (kick off celebration, end of year event, STEM Career nights)
- Assist with planning and facilitating other HRiA youth trainings

#### QUALIFICATIONS

- Excellent organizational, facilitation, and communication skills
- Interest in and commitment to national and community service
- Experience working with youth
- Flexible schedule to accommodate some evening and weekend events/field trips
- 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
- Must have a valid driver's license
- Bachelor's degree strongly preferred
- Bilingual (English and Spanish) a plus
- Background/experience in STEM (science, technology, engineering, math) a plus
- People of color are encouraged to apply
- First generation college graduates are encouraged to apply
- 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 (FLEXIBLE, SOME WEEKEND AND EVENING EVENTS)

SUPERVISOR NAME: ALLYSON SHIFLEY, MPH, LEAH PROJECT ASSOCIATE

Phone, Fax, & E-mail: 617-292-5062 (T), 617-451-0062 (F), ashifley@hria.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 Allyson Shifley at [ashifley@hria.org](mailto:ashifley@hria.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

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- More information about The LEAH Project can be found at [www.leahproject.org](http://www.leahproject.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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