



## HYDE SQUARE TASK FORCE 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 **Academic Enrichment Fellow** will oversee and deepen Hyde Square Task Force's Academic Enrichment Program, which supports youths' growth through academic tutoring and college and careers skill building workshops. The fellow will track youth academic data for 135 participants ages 8-18 over the course of our 2017-2018 program year to assess academic progress and needs. The Fellow will then design and implement intensive academic interventions for a Focus List of 20 HSTF youth ages 14-18, including coordinating tutor/youth matches, conducting regular academic check-ins with youth, and planning and facilitating additional supports or activities in collaboration with other HSTF program staff. Altogether, the Academic Enrichment Program will provide these 20 HSTF participants a combined 200 hours of dosage over the course of the program year.

**CITY:** Jamaica Plain, Massachusetts 02130

### ESSENTIAL RESPONSIBILITIES

- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 12 month commitment
- Design, plan, and implement academic tutoring program for youth aged 8-18
- Develop academic enrichment curricula based on research and proven best practices
- Implement creative strategies to encourage youth to attend tutoring and strive for academic improvement
- Implement system of expectations in tutoring program, including consistent rewards and action plans for all youth
- Track youth attendance during tutoring sessions, and collect and analyze report cards and academic outcomes
- Assist in supervision and facilitation during college and careers mentoring program for youth in grades 9-11

### 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

#### Massachusetts Promise Fellowship

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

- Ability to prioritize tasks and maintain progress on short and long-term goals
- Required: Strong cultural sensitivity and social awareness
- Strongly Preferred: Bilingual in Spanish/English, and valid driver's license
- 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

TUESDAY – THURSDAY, 11:00AM-8:00 PM; FRIDAY 9:00 AM – 4:00 PM; SATURDAY 9:00 AM – 3:00 PM

**SUPERVISOR NAME:** JOÉL MORA, MANAGER OF COLLEGE & CAREER SUCCESS / [JOEL@HYDESQUARE.ORG](mailto:JOEL@HYDESQUARE.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 Joél Mora, Manager of College and Career Success, at [joel@hydesquare.org](mailto:joel@hydesquare.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 **Hyde Square Task Force** and the youth program can be found at [hydesquare.org](http://hydesquare.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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