



## QUINCY ASIAN RESOURCES, INC. (QARI) AMERICORPS MASSACHUSETTS PROMISE FELLOW/SERVICECORPS 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

**QUINCY**-The Fellow will coordinate all aspects of the U&I Mentoring program, maintaining and refining the major curriculum changes made during the 2014-2015 school year. This would include working directly with 50 to 60 youth approximately 50 hours per month. Other duties will include program coordination, curriculum development and activity planning, and one-on-one leadership development with mentors.

### ESSENTIAL RESPONSIBILITIES

- Continue to develop sustainable program in partnership with Atlantic Middle School & North Quincy High School
- Design weekly activities within curriculum to achieve program goals and objectives
- Design and implement 1-2 multimedia projects for matches that align with program goals
- Organize group field trips and provide community resources/activities for matches in the Greater Boston Area
- Provide orientations and trainings for mentor and mentee
- Match middle school mentees with high school mentors
- Provide ongoing match support for 25-35 matches
- Support parental involvement initiative of U&I mentees
- Support QARI staff in program data collection, evaluation, and communication of results
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 12 month commitment

### QUALIFICATIONS

- Fluency in Mandarin or Cantonese Chinese strongly preferred
- Experience with and/or commitment to youth development and education, specifically immigrant or English Language Learner youth, preferred
- Possess an understanding of and commitment to immigrant communities and be sensitive to the needs of the Asian population
- The ability to work independently and as part of a team
- The desire to work with 1<sup>st</sup> and 2<sup>nd</sup> generation immigrant youth

#### Massachusetts Promise Fellowship

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

- Ability to handle multiple tasks simultaneously and be a self-starter
- Professional and mature
- Flexible schedule with some weekends
- 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
- 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, 9:30AM-5:30PM

SUPERVISOR NAME: (PETER TAM)

### **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 \$5,775 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/mpfapplication2016> to complete a general application **and send a letter of interest, resume and contact info for two references ASAP** to Peter Tam at [peter@quincyasianresources.org](mailto:peter@quincyasianresources.org).

### **MORE INFO**

- Interviews will take place during May and June of 2016
- Hiring decisions will be made on or before July 15<sup>th</sup>, 2016
- Program start date is August 10<sup>th</sup>, 2016
- More information about Quincy Asian Resources Inc. and the youth program can be found at [www.quincyasianresources.org](http://www.quincyasianresources.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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