



QUINCY ASIAN RESOURCES, INC. (QARI) AMERICORPS MASSACHUSETTS PROMISE FELLOW/MENTORING 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 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. The Fellow will also support the pilot of program expansion to other middle schools in Quincy in Jan. 2018.

CITY- Quincy, MA

ESSENTIAL RESPONSIBILITIES

- Continue to develop sustainable program in partnership with Atlantic Middle School, North Quincy High School, and Central Middle School
- Develop new partnerships with other local middle schools i.e. Sterling, Point Webster, & Broad Meadows
- 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 Greater Boston
- 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

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- The ability to work independently and as part of a team
- The desire to work with 1st and 2nd generation immigrant youth
- 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, SOME WEEKENDS (IF NECESSARY)

SUPERVISOR NAME: (PETER TAM AND/OR MICHELLE ZHANG)

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 30th, 2017** to Peter Tam at peter@quincyasianresources.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 16th, 2017. **All position offers will be provisional until 2017-2018 federal funding has been confirmed.**
- Program start date is August 8th, 2017
- More information about Quincy Asian Resources Inc. and the youth program can be found at www.quincyasianresources.org
- **Visit www.masspromisefellows.org for detailed program information**

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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