



## 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** Established in 2011, the Youth ServiceCorps' (YSC) mission aligns with QARI's mission to "foster and improve the social, cultural, economic and civic lives of Asian Americans" with a focus on Asian high school youth in Quincy, Braintree and surrounding communities. The Fellow will work closely with the 10 to 12 Youth Board members and up to 20 Youth Representatives, developing and implementing a curriculum of service learning projects to make a strong, significant, and lasting impact on the community and over 300 YSC members. These youth will plan, coordinate, and execute a series of small community service projects around Greater Boston, as well as some larger community projects, including a year-end celebration, a career day, and fundraising events. The Fellow will be serving a consistent group of 22 to 36 youth, for 35 hours a week, with approximately 20 of those hours being direct time with youth. The Fellow will lead the development and implementation of a college access curriculum.

**CITY-** Quincy, MA

### ESSENTIAL RESPONSIBILITIES

- Supervise and support Youth Board's completion of goals and implement projects by discussing and assessing community needs
- Attend weekly Youth Board meetings and supervise team building and leadership development activities
- Develop and implement a College Access Series for youth to attend during the academic year
- Implement evaluations and report on the success and challenges of QYB and QYR as well the programmatic impact and recommendations for future improvement
- Continue to formalize program evaluations to better inform program planning and accurately assess youth demographic
- Support the YSC in planning "collaboration days", opportunities for youth to learn about other organizations in the community
- Organize "development days", events & activities for youth to learn or refine their workforce readiness skills
- Co-lead "Bubble Tea Time" a workshop series that provides a safe space for youth to focus on their own socio-emotional development
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth

### Massachusetts Promise Fellowship

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

- Make a full-time, 12 month commitment

#### QUALIFICATIONS

- 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
- Chinese or Vietnamese language skills desired, but not required
- Ability to handle multiple tasks simultaneously and be a self-starter
- Professional and mature
- Flexible schedule with some nights and 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 30<sup>th</sup>, 2017** to Peter Tam at [peter@quincyasianresources.org](mailto: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 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 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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Northeastern University  
College of Professional Studies

