



VIETNAMESE AMERICAN INITIATIVE FOR DEVELOPMENT CORPORATION 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: VietAID operates youth programming for 1st through 12th graders: VietAID Scholarly Youth Program (VSPY) serves about 60 1st through 8th grade youth daily in an after school program and about 90 in summer programming; and VietAID Leadership Alliance (VALA), comprised of high school youth who volunteer with VSPY and/or are part of the leadership development program. The Fellow will expand current high school youth initiatives by providing increased opportunities in college and career exploration.

CITY- Dorchester/Boston, Massachusetts

ESSENTIAL RESPONSIBILITIES

- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 12 month commitment
- Coordinate the After School volunteer program of 25 high school youth, which includes recruiting from our VSPY alumni network, current volunteer group, and local schools.
- Orient and train youth volunteers, facilitate monthly check-in meetings and college/career related workshops, support and coach youth in being tutors and teaching assistants, manage volunteer schedules, etc.
- Create a college and career readiness and exploration curriculum featuring sessions on navigating the college application process, skill-building workshops, monthly speaker series by professionals, site visits to workplaces, etc.
- Support at least five 9th grade VSPY alums as they transition into high school with a focus on career skills development through our volunteer program.
- Provide support to high school seniors with their college and financial aid application process.
- Build relationships with local professionals and colleges to connect them with through monthly programming.
- Coordinate a career event featuring at least five local professionals in December and a college event in May.

Massachusetts Promise Fellowship

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

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- Support high school youth with their internship searches for both the academic year and the summer.

QUALIFICATIONS

- Commitment to and experience working with high school youth of color
- Commitment to educational equity and access
- Experience in project management and leadership
- Excellent organization, communication, critical thinking, and problem solving skills
- Ability to both work independently and collaborate with different partners
- High school diploma or GED equivalent; 17 years of age or older
- 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

SUPERVISOR NAME: CARRO HUA, CARROHUA@VIETAID.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 φ Excellent training opportunities φ FREE courses at Northeastern University in the College of Professional Studies & discounted courses upon successfully completing the service year φ Loan forbearance and a \$5,815 educational award φ Monthly travel allowance φ Career coaching and support φ 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 19th, 2017** to Carro Hua at carrohua@vietaid.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.
- Program start date is August 9th, 2017. **All position offers will be provisional until 2017-2018 federal funding has been confirmed.**
- More information about VietAID and the youth program can be found at vietaid.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 reasonable accommodations for interviews and service for any and all individuals with a permanent or temporary

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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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