



## YOUTH ENRICHMENT SERVICES 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 Mass Promise Fellow at YES will sustain and expand YES's College Preparation Program. The Fellow will serve 9<sup>th</sup>-12<sup>th</sup> grade students with college and career workshops, college tours and one-on-one advising. The fellow will cover topics including study skills, academic and extracurricular planning, college application, financial aid planning, and transitioning from high school to college. The role encompasses direct service, capacity building and curriculum development.

**CITY-** Boston, MA

### ESSENTIAL RESPONSIBILITIES

- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 12 month commitment
- Creating and implementing grade specific college prep curriculum for 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students
- Providing one-on-one advising to high school juniors and seniors
- Maintaining program records, including attendance, scheduling and demographics, as well as YES and MPF desired outcomes.
- Providing opportunities for YES offered activities for youth enrolled in the College Prep program
- Planning college tours both locally and throughout New England
- Building partnerships with schools and community based organizations to provide College Prep support
- Helping to teach and/or support our youth in outdoor education experiences may occasionally arise.

### 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
- Ability to prioritize tasks and maintain progress on short and long-term goals
- 17 years of age or older
- Driver's license and clean driving required
- BS/BA required

#### Massachusetts Promise Fellowship

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

- Experience leading or facilitating college preparatory program preferred
- Ability to work a flexible schedule which includes, evenings, weekends, and overnight
- 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

- School Year: Monday through Friday 11:00am-7:00pm, with a possibility of 1 weekend day per month.
- Summer/ school vacation: Flexible hours that may include overnights and weekends

#### SUPERVISOR NAME:

SUSAN JOHNSON, [sjohnson@yeskids.org](mailto:sjohnson@yeskids.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 [sjohnson@yeskids.org](mailto:sjohnson@yeskids.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 Youth Enrichment Services and the youth program can be found at [yeskids.org](http://yeskids.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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