



## AmeriCorps Massachusetts Promise Fellow Service Site: Boston Chinatown Neighborhood Center, Inc.

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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 college and career exploration and/or academic enrichment.

**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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**Boston Chinatown Neighborhood Center Service, Inc. Description:** Reporting to the Director of Youth Programs at Boston Chinatown Neighborhood Center (BCNC), the Massachusetts Promise Fellow serves as the Coordinator of the College Access Program (CAP). The primary responsibility is to manage programming for 15-20 youth in grades 10 to 12 at BCNC's Quincy site. College access programming includes workshops about applying to college, financial aid, tours of local colleges (either in-person or virtual), and holding regular 1:1 advising meetings with youth. The CAP Coordinator is responsible for program implementation, evaluation, outreach, recruitment, and student advising, among other responsibilities.

### Essential Responsibilities:

- Recruit and manage 15-20 youth to participate in weekly workshops focused on college access, including college application, financial aid, test preparation, writing support, and career exploration
- Design, organize, and implement engaging and interactive workshops for youth
- Provide 1:1 and small group advising and support to youth
- Communicate with parents and schools, as appropriate, relating to recruitment and outreach, student progress, and other program-related issues
- Build and maintain relationships with youth, parents, and partners (such as schools, community organizations, and institutions) to address student and community needs
- Complete program evaluation requirements including, but not limited to, preparing monthly reports, a youth attendance tracker, and time sheets
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the state

### Qualifications:

- Knowledge of higher education landscape and college application process, excited to learn, and experience working with immigrant youth.
- Ability and desire to work in a multicultural and multilingual setting
- Patience, strong sense of humor, and enthusiasm for working with young people
- Ability to work independently and collaboratively as a member of a team

### Massachusetts Promise Fellowship

Northeastern University ♦ 360 Huntington Avenue, 232 YMC ♦ Boston, MA 02115

masspromisefellows@northeastern.edu ♦ www.masspromisefellows.org

- Demonstrated commitment to social, economic, and racial justice
- Bachelor's degree (preferred)
- Chinese/English bilingual, experience with/knowledge of working with Asian American and Asian immigrant youth (preferred)
- Able to travel to Quincy and Boston sites (accessible by public transportation)
- Interest in and commitment to national and community service
- 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:

- Monday-Friday, 10am -6:30pm

**Fellow Service Location:** BCNC Quincy: 1458 Hancock St #306, Quincy, MA 02169

**Site Contact Name:** Stephanie Fabro **Site Contact Email:** stephanie.fabro@bcnc.net

### Benefits

For an eleven month, full-time commitment and 1,700 hours of AmeriCorps service Fellows receive:  
 A taxable living allowance of up to \$18,000/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 an up to \$6,345 educational award ♦ Travel allowance to MPF Meetings ♦ Career coaching and support ♦ Healthcare benefits

### Contact Information

**Apply ASAP!** Applicants are hired on a rolling basis.

Visit [MPF Application 2021](#) to complete a general application **as soon as possible.**

### More Info:

- Selection decisions will be made on or before July 1<sup>st</sup>, 2021. **All position offers will be provisional until 2021-2022 federal funding has been confirmed.**
- Program start date is August 16<sup>th</sup>, 2021
- More information about **BCNC** and the youth program can be found at <https://bcnc.net/>
- Visit [www.masspromisefellows.org](http://www.masspromisefellows.org) for detailed program information

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*The Massachusetts Promise Fellowship (MPF) is an equal opportunity employer. At MPF, we do not just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our employees, youth, and our community. 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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