



AmeriCorps Massachusetts Promise Fellow

Service Site: St. Stephen's Youth Programs - College & Career Support

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.*

St. Stephen's Youth Programs Service Description: The College and Career Support Coordinator will create and carry out program activities to support teens, especially seniors, with their post-high school planning. This will include the college application process, activities to imagine their future career, and hands-on experiences to build the skills to make these plans a reality. The CCSC Fellow will lead SSYP's Senior Initiative, acting as a case manager who will aid seniors to develop the academic, professional, and organizational skills they will need to build full and successful lives. The heart of this project will be the academic and professional development for a specific group of 40 seniors. The CCSC Fellow will also support college and career focused programming for middle schoolers and younger high school students.

Essential Responsibilities:

- Develop and lead all aspects of SSYP's Senior Initiative, supporting approximately 40 high school seniors as they each develop a specific, post-high school plan
- Mentor seniors to develop a personalized plan through group time, small cohorts, and coaching
- Increase the leadership skills of seniors through group training, development of hard skills with the interpersonal skills needed for success
- Create imagination-building opportunities for seniors through group field trips to professional settings,
- Direct supervision of seniors in the Senior Initiative during our school-year program hours
- Engage in relationship building and program planning with key groups and individuals who can support Seniors' success, including outside experts and partners (i.e. college admissions, uAspire, career experts for panels, college staff)
- Evaluate and measure the success of the Senior Initiative by using nationally-recognized tools
- 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:

- Excellent organizational and communication skills; Strong critical thinking and problem-solving skills

Massachusetts Promise Fellowship

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

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- Experience working with and love of youth, especially urban youth
- Ability to manage multiple projects simultaneously, prioritize tasks, and maintain progress on goals
- Flexibility, resilience, sense of humor, and “can-do” attitude essential
- Spanish language skills helpful
- 21 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:

- Monday-Thursday 10am-7:30pm, Friday 10am-6pm
- Occasional weekend or earlier morning responsibilities

Fellow Service Location: 419 Shawmut Ave, Boston, MA 02118

Site Contact Name: Kasey Boston **Site Contact Email:** kasey@ssypboston.org

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 1st, 2021. **All position offers will be provisional until 2021-2022 federal funding has been confirmed.**
- Program start date is August 16th, 2021
- More information about **St. Stephen's Youth Programs** and the youth program can be found at <http://www.ssypboston.org/>
- Visit www.masspromisefellows.org for detailed program information

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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