AmeriCorps Massachusetts Promise Fellow
Service Site: Youth Enrichment Services - College Prep Coordinator

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.

Youth Enrichment Services Service Description: The Mass Promise Fellow College Prep Coordinator at Youth Enrichment Services (YES) will sustain and expand YES’s College Preparation Program. The Fellow will serve 11th-12th grade students with college and career workshops, leadership development workshops, college tours, experiential learning projects, and one-on-one advising. The Fellow will cover topics including study skills, academic and extracurricular planning, the college application process, financial aid planning, and transitioning from high school to college. The role encompasses direct service, capacity building, and curriculum development.

Essential Responsibilities:
● Evaluate, update and facilitate college prep curriculum and experiential learning projects
● Attend and accompany program participants on offsite youth training experiences and activity days
● Engage YES alumni currently attending college and YES adult volunteer network by coordinating school visits, college and career panels, and informal mentoring sessions
● Provide one-on-one advising and college prep support to high school juniors and seniors
● Maintain program records, including student portfolios, attendance, scheduling, and demographic
● Work with the YES Academy and Scholarship committee to ensure all seniors are applying for YES’ Richard Williams Memorial Scholarship
● Plan college tours both locally and throughout New England
● 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
● Experience working with youth; experience providing college preparatory assistance OR receiving college preparatory assistance OR past participation in a college prep program is preferred

Massachusetts Promise Fellowship
Northeastern University ♦ 360 Huntington Avenue, 232 YMC ♦ Boston, MA 02115
masspromisefellows@northeastern.edu ♦ www.masspromisefellows.org
● Willingness to participate in YES offered outdoor activities
● Strong critical thinking and problem-solving skills
● Flexibility and adaptability to a fast paced and changing environment
● Comfortable working with Microsoft applications including Outlook and Excel
● Valid driver’s license
● BS/BA preferred
● 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 9am-5pm
- The schedule will adjust October through April to include a later start time and 3-4 weekday evenings until 7pm to accommodate youth programming times

**Fellow Service Location:** 412 Massachusetts Ave, Boston, MA 02118
**Site Contact Name:** Yuliya Lantsman  **Site Contact Email:** leadership@yeskids.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 [Youth Enrichment Services](#) and the youth program can be found at [https://yeskids.org/](https://yeskids.org/)
- Visit [www.masspromisefellows.org](http://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.