



## Asian Community Development Corporation 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 and college and career exploration and 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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### Service Description

Boston – Chinatown-AsianCDC's youth leadership program, A-VOYCE, creates a pipeline of high school-aged Asian American youth who have the vision and tools to shape the physical landscape of their neighborhoods. As a part of A-VOYCE's commitment to this vision, A-VOYCE is expanding its program with an unofficial tier in Chinatown. The Fellow will build out this program, with a focus on community project execution and college/career readiness.

The Fellow will be responsible for building out ACDC's college and career readiness program in 3 ways:

1. Deliver a marketable skills curricula that equips 15-20 youth (ages 14-18)
2. Support new and returning youth in applying and practicing learned marketable skills by executing community projects
3. Build out existing college access initiatives including "SOUL College Readiness Retreat," match savings program, and college tours/panels

In addition to programming, the Fellow will act as a supportive adult and develop relationships with the 15-20 youth.

### Essential Responsibilities

- Develop a 35-week program that equips youth with project management and team management skills
- Create and deliver marketable skills curriculum that will be applied through community projects
- Recruit 8-10 high school youth (ages 14-18) through school visits, flyers, soliciting
- Coordinate guest workshops that aim to increase financial literacy and college preparedness
- Support match savings initiative by nominating Juniors and providing monthly check-in's to assess savings progress and identify areas of need for training and support
- Establish new and deepen existing partnerships with schools, university offices, local community programs, and business professionals
- Record all curricula and planning to ensure program sustainability and growth
- Work with Chinatown-based Youth Programs Manager to reinforce A-VOYCE values and ensure inclusive, caring program culture across A-VOYCE sites
- Support Chinatown-based team in breaking down silos among young through bonding events and collaborative workshops

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- Work with Youth Programs Manager to track and measure quarterly year goals
- Supervise youth leaders off-site during occasional weekend or evening workshops/projects
- Complete required MPF data and evaluation requirements
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 11 month commitment

### Qualifications

- Ability to work independently and take initiative while also promoting collaborative team culture
  - Creativity to experiment and make calculated risks while piloting program structure
  - Desire to work with immigrant and first-generation college students
  - Demonstrated commitment to teamwork and shared success
  - Ability to track success goals and measurements
  - Ability to prioritize tasks and maintain progress on short and long-term goals
  - Knowledge of Asian American issues and identity development
  - Excellent organizational and communication skills
  - Deep belief in the power and potential of young people to create social change
  - Experience working with youth
  - Passionate about social justice and working with diverse communities
  - 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, 9:30 am-5:30pm, with 2-4hrs of occasional evening or Saturday programming in spring/summer

**Supervisor Name:** Suzie Kim

**Supervisor Email:** [suzie.kim@asiancdc.org](mailto:suzie.kim@asiancdc.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 \$15,500/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 an up to \$6,095 educational award ♦ Monthly travel allowance ♦ Career coaching and support ♦ Healthcare benefits

### Contact Information

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

Visit [masspromisefellowapplication2019](http://masspromisefellowapplication2019) to complete a general application **and upload your letter of interest, resume and contact info for two references ASAP and before June 1<sup>st</sup>, 2019.**

### More Info

- Interviews will take place during April and May, 2019 and reasonable accommodations will be made available for interviews upon request.
- Selection decisions will be made on or before July 1<sup>st</sup>, 2019. **All position offers will be provisional until 2019-2020 federal funding has been confirmed.**
- Program start date is August 5<sup>th</sup>, 2019
- More information about Asian Community Development Corporation and the youth program can be found at [www.asiancdc.org](http://www.asiancdc.org)

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➤ 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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