



Artists for Humanity AmeriCorps Massachusetts Promise Fellow

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.*

Service Description:

The Fellow/Education Coordinator will collaborate closely with Artists For Humanity's Education Director and Art & Design mentors to achieve AFH's goals for academic and long-term career success for teen participants. The Fellow will lead the SAT prep and homework tutoring programs, assist participants applying to college admission and through the financial aid process, host targeted college and career exploration workshops, and monitor all participants' academic progress.

Essential Responsibilities:

- Coordinate and facilitate the After-work Tutoring Program
- Lead Academic Skill Development Workshops for teen cohort
- Research and assist teens in applying for scholarships through advising and workshops
- Coordinate and facilitate 8-10 college visits during BPS school closures
- Monitor college preparation progress of cohort of teens who receive rigorous outside support (approximately 20 seniors), augmenting services as needed
- Maintain a database on participants' school records
- With support of AFH staff, analyze participants' academic success, and help plan appropriate interventions
- Recruit and train volunteer tutors from partner organizations and community
- Manage 20+ volunteer tutors that support teens in academics during Tutoring Program
- 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 Commonwealth

Qualifications:

- Bachelor's degree required, in relevant field preferred (i.e. Education, Social Work)
- Experience in Education preferred (i.e. tutoring, teaching, college counseling)
- Minimum one year experience working directly with teens preferred
- Ability to learn how to identify and develop tutoring support that best matches teens' unique needs
- Belief in the role of art, design, and entrepreneurship in youth and career development
- Strong leadership skills with excellent communication and listening skills
- Interest in and commitment to national and community service
- Demonstrated strong work ethic and attention to detail
- Ability to seek out resources, take initiative, and work independently

- Familiarity with and working knowledge of Excel, Google Docs, and Google Sheets (Salesforce and Podio a plus)
- ESL experience and/or command of a second language a plus (Mandarin desired)
- Knowledge of Boston area schools a plus
- 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 10-6, Tuesday, Wednesday & Thursday Noon-8, Friday 10-6

Fellow Service Location:

- AFH's EpiCenter 100 West Second Street, Boston, MA 02127

Supervisor Name: Lesley Kantlehner

Supervisor Email: lkantlehner@afhboston.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 \$6,195 educational award ♦ Monthly travel allowance ♦ Career coaching and support ♦ Healthcare benefits

Contact Information

Apply ASAP! Applicants are hired on a rolling basis.

Visit [mpfapplication2020](#) to complete a general application **ASAP before June 1st, 2020**

More Info:

- Selection decisions will be made on or before July 1st, 2020. **All position offers will be provisional until 2020-2021 federal funding has been confirmed.**
- Program start date is August 4th, 2020
- More information about the Artists for Humanity and the youth program can be found at <http://afhboston.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.