



## 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

Boston-The Fellow/Education Coordinator will collaborate closely with AFH's Education Director and somewhat with AFH mentors to achieve AFH's goals for academic and long-term career success for AFH's teen participants. The Fellow will lead AFH's SAT prep and homework tutoring programs, assist participants applying to college admission and financial aid, and monitor all participants' academic progress.

### Essential Responsibilities

- Coordinate and facilitate the After-work Tutoring Program
- Research scholarships, maintain scholarship calendar, help teens apply for scholarships
- 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 25 seniors), augmenting services as needed.
- Maintain a database on participants' school records
- Support AFH staff in monitoring and analyzing participants' academic success
- Reach out to partner organizations and local corporations for tutors and other volunteers
- 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

- Minimum Bachelor's degree in relevant field (i.e. Education, Youth Development, Social Work)
- Experience in Education required (i.e. tutoring, teaching, college counseling)
- Minimum one year experience working directly with teens
- Ability to be a caring adult mentor for teens
- Ability 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
- Familiarity with and working knowledge of Excel, Google Docs, and Google Sheets (Salesforce and Podio a plus)
- Ability to work independently and take initiative
- Excellent organizational and communication skills

### Massachusetts Promise Fellowship

Northeastern University ♦ 360 Huntington Avenue, 232 YMC ♦ Boston, MA 02115  
masspromisefellows@northeastern.edu ♦ www.masspromisefellows.org

- 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

Fellow schedule Monday 10am-6pm; Tuesday, Wednesday & Thursday noon – 8pm, Friday 10am-6pm

**Supervisor Name: Lesley Kantlehner      Supervisor Email: [lkantlehner@afhboston.org](mailto: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 \$6,095 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 May 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 Artists For Humanity and the youth program can be found at <http://afhboston.org/> .
- 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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