



Artists For Humanity (AFH) 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 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/College Advisor will report to Artists For Humanity's Education Director, work in collaboration with the Fellow/Tutoring Coordinator, as needed, and collaborate closely with studio mentors to achieve AFH's goals for academic and long-term career success for teen participants. The Fellow will assist participants applying to college admission and through the financial aid process, and host targeted college and career exploration workshops for all participants.

Essential Responsibilities

- Provide comprehensive college advising for cohort of seniors (approximately 10 seniors)
- Monitor college preparation progress of cohort of teens who receive rigorous outside support (approximately 20 seniors), augmenting services as needed
- Plan and facilitate specialty college workshops for seniors on supplemental questions, partner scholarships, etc.
- Hold College and career exploration meetings with all 11th graders (approximately 45), and with 9th and 10th graders on request
- Plan and facilitate college exploration workshops for all grades (9th – 12th)
- Research and assist teens in applying for scholarships through advising and workshops
- Coordinate and facilitate minimum 8-10 college visits during BPS school closures and afterschool when AFH program is not in session
- Plan and facilitate partner info sessions and referral process: Summer Search, Bottom Line, Posse Scholars, Next Generation Leaders
- Complete required MPF data and 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
- Make a full-time, 10.5 month commitment

Qualifications

- Bachelor's degree preferred, 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
 - 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
 - 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
 - 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
 - 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-Friday 10am-6pm

Site Location: 100 West 2nd Street Boston, MA 02127

Supervisor Name: Amanda Pelrine

Supervisor Email: apelrine@afhboston.org

Benefits

For an 10.5 month, full-time commitment and 1,700 hours of AmeriCorps service Fellows receive:

A taxable living allowance of up to \$18,500/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 \$6,495 educational award ♦ Travel reimbursement 15+ miles for Fellow monthly meetings ♦ Career coaching and support ♦ Healthcare benefits

Contact Information

Apply ASAP! Applicants are hired on a rolling basis.

Visit [here](#) to complete a general application **and upload your letter of interest, resume and contact info for three references ASAP and before July 15, 2022.**

More Info

- Interviews will take place during April-June 2022 and reasonable accommodations will be made available for interviews upon request.
- Selection decisions will be made on or before July 28th, 2022 to guarantee an on time program start. **All position offers will be provisional until 2022-2023 federal funding has been confirmed.**
- Program start date is August 15th, 2022
- More information about Artists For Humanity and the youth program can be found at www.afhboston.org.
- Visit www.masspromisefellows.org for detailed program information

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.