



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/Tutoring Coordinator will report to Artists For Humanity's Education Director, work in collaboration with the Fellow/College Advisor, 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/Tutoring 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, monitor all participants' academic progress, and help plan unique interventions for each individual teen participant.

Essential Responsibilities

- Coordinate and facilitate the After-work Tutoring Program
- Lead Academic Skill Development Workshops for the teen cohort
- 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
- Provide learning and development sessions for volunteer tutors throughout the school year
- Manage 20+ volunteer tutors that support teens in academics during Tutoring Program
- Coordinate pre-college course scholarship offerings and recipients with local colleges
- Plan and facilitate Let's Get Ready SAT prep info sessions and support referral process
- Support College Advisor in tutoring capacity with scholarship and college applications and info sessions as needed
- 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 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
 - Deep belief in the power and potential of young people to create social change
 - 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
 - Knowledge of Boston area schools a plus
 - Passionate about social justice and working with diverse communities
 - Must be a US Citizen, US National or Permanent Resident
 - 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

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.