



Asian Community Development Corporation 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 Massachusetts Promise Fellow will be responsible for building out ACDC's college and career readiness program, A-VOYCE (Asian Voices of Organized Youth for Community Empowerment), in Malden. They will facilitate a marketable leadership skills curriculum that equips high school youth, supporting youth in applying and practicing learned skills through executing community projects, and updating and administering evaluation tools for workshops to evaluate program effectiveness. The Fellow will act as a supportive mentor and develop relationships through cohort bonding and 1:1 check-ins.

Essential Responsibilities

- Develop a 32-week program that equips youth with project management and team management skills
- Create and deliver marketable skills curriculum that will be applied through a community project at the end of the program
- Recruit 8-10 high school youth (ages 14-18) through school visits, flyers, and word of mouth marketing
- Train returning youth to lead peers through regular coaching and skill building sessions (Ex: public speaking, email etiquette, facilitation skills, etc)
- 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 Youth Programs Manager to reinforce A-VOYCE values and ensure inclusive, caring program culture across A-VOYCE sites
- 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 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
- Travel between ACDC Malden and Chinatown sites as needed, with expected 4 days a week in Malden and 1 day a week in Chinatown

Massachusetts Promise Fellowship

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

Qualifications

- Experience working with youth
- Ability to work independently and take initiative while 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 prioritize tasks and maintain and track progress on short and long-term goals
- Knowledge of Asian American issues and identity development
- Deep value of and ability to create habits of empathy, integrity, and authenticity
- Excellent organizational and communication skills
- Deep belief in the power and potential of young people to create social change
- 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, 9:30-5:30, with 2-4HRS of occasional evening or Saturday programming in Spring/Summer

Fellow Service Locations:

- ACDC Malden Office (11 Dartmouth St L4-6, Malden, MA 02148)
- ACDC Chinatown Office (38 Oak St, Boston MA 02111)

Supervisor Name: Journey Chen

Supervisor Email: journey.chen@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 \$6,195 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 Asian Community Development Corporation and the youth program can be found at www.asiancdc.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.