



Boston Chinatown Neighborhood Center 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 mentoring, social and emotional learning, college and career readiness, academic enrichment, and community service-learning.

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

QUINCY-Reporting to BCNC's Director of Youth Education, the Mass Promise Fellow serves as the College Access Coach by coordinating college access programming for youth in grades 9 to 12 at BCNC's Quincy site. The College Access Coach will manage a group of 15-20 youth, mainly Asian American and Asian immigrant youth, to create and be on track with their college action plans. College access programming includes workshops on the college application and admissions process, tours of local colleges, and regular 1:1 meetings between the College Access Coach and youth. The College Access Coach is responsible for program implementation, evaluation, outreach and recruitment, and student advising, among other responsibilities.

Supervisor: Sandra Lee, sandra.lee@bcnc.net

Essential Responsibilities

- Design and develop weekly programming for youth that enables them to build their college knowledge and successfully apply to college.
- Organize and implement weekly workshops for 15-20 youth participants, organize and implement 4-5 college visits for youth participants.
- Oversee the development and completion of a final project by youth participants.
- Oversee the development of a senior year portfolio for current high school juniors.
- Provide 1:1 and small group advising to youth on the college application process.
- Manage administrative tasks, such as intake, attendance, and dismissal processes; coordinate scheduling; evaluation and assessment.
- Communicate with parents and schools as appropriate relating to recruitment and outreach, student progress, and other program-related issues.
- Build and maintain relationships with youth, parents and partners (schools, community organizations and institutions) to address student and community needs.
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 11-month commitment

Massachusetts Promise Fellowship

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

Qualifications

- Bachelor's degree (BA/BS)
- Knowledge of higher education landscape; knowledge of college application process, financial aid, and college admissions testing.
- Experience in youth work, and/or teaching middle/high school youth; experience working in a multicultural, multilingual setting
- Experience in curriculum development.
- Ability to work independently and cooperatively; ability to prioritize tasks and maintain progress on short and long-term goals.
- Excellent organization, facilitation, communication, and interpersonal skills; strong critical thinking and problem-solving skills.
- Interest in and commitment to national and community service.
- Able to travel to Quincy and Boston sites (accessible by public transportation)
- (Preferred, but not required) Knowledge of the Quincy community.
- (Preferred, but not required) Bilingual English/Cantonese or English/Mandarin speaking skills.
- (Preferred, but not required) Experience or knowledge of Asian American and/or Asian American youth issues.
- 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

This is a Full-Time position, through which the Fellow will complete 1,700 hours of service during an eleven-month service period, 2018-2019. The Fellow will be expected to serve approximately 37.5 hours per week, Mon-Fri, 10am to 6:30pm, meeting with youth for at least 5 hours/week. May need to attend occasional night and weekend events.

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 \$5,920 educational award ♦ Monthly travel allowance ♦ Career coaching and support ♦ Healthcare benefits

How to Apply

Apply ASAP! Applicants are hired on a rolling basis.

Applicants must apply through our [General Application](#) and select the host site(s) of which they are interested in applying. Host sites will reach out to schedule a first round interview. If you have additional questions or would like to contact a host site, please see the e-mail contact listed above. Positions will continue to accept applications until they are listed as full.

More Info

- Interviews will take place during May, 2018 and reasonable accommodations will be made available for interviews upon request.

Massachusetts Promise Fellowship

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

- Selection decisions will be made on or before June 1st, 2018. **All position offers will be provisional until 2018-2019 federal funding has been confirmed.**
- Program start date is August 7th, 2018
- More information about Boston Chinatown Neighborhood Center and the youth program can be found at www.bcnc.net.
- 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.

Massachusetts Promise Fellowship

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