



Boston Chinatown Neighborhood Center (BCNC) 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

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 15-20 youth in grades 9 to 12 at BCNC's Quincy site. 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.

Essential Responsibilities

- Design, organize and implement weekly workshops for 15-20 youth participants, organize and implement 4-5 college visits for 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.
- Manage and supervise paid interns from Asian American Student Success Program.
- 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

- Bachelor's degree; knowledge of higher education landscape, college application process, financial aid, and college admissions testing.
- Ability to work independently and cooperatively multicultural, multilingual setting; ability to prioritize tasks and maintain progress on short and long-term goals.
- Able to travel to Quincy and Boston sites (accessible by public transportation)

Massachusetts Promise Fellowship

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

- (Preferred, but not required) Chinese/English bilingual, experience with/knowledge of working with Asian American youth, knowledge of the Quincy community
 - Ability to work independently and take initiative
 - Excellent organizational and communication skills
 - 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

This is a Full-Time position, through which the Fellow will complete 1,700 hours of service during an eleven-month service period, 2019-2020. 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.

Supervisor Name: Stephanie Fabro, Director of Youth Programs, BCNC

Supervisor Email: stephanie.fabro@bcnc.net

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 to complete a general application **and upload your letter of interest, resume and contact info for two references ASAP and before May 1st, 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 1st, 2019. **All position offers will be provisional until 2019-2020 federal funding has been confirmed.**
- Program start date is August 5th, 2019
- More information about Boston Chinatown Neighborhood Center and the youth program can be found at <https://bcnc.net/youth-center>.
- **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.

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