



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 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 Reporting to the Director of Youth Programs at Boston Chinatown Neighborhood Center (BCNC), the Massachusetts Promise Fellow serves as the Coordinator of the College Access Program (CAP). The primary responsibility is to manage programming for 15-20 youth in grades 10 to 12 at BCNC's Quincy site. College access programming includes workshops about applying to college, financial aid and scholarships, tours of local colleges (either in-person or virtual), and regular 1:1 meetings between the College Access Coordinator and youth. The CAP Coordinator is responsible for program design, implementation, evaluation, outreach and recruitment, and student advising, among other responsibilities.

Essential Responsibilities

- Recruit and manage 15-20 youth to participate in weekly workshops focused on college access, including college application, financial aid, test preparation, writing support, and career exploration
- Design, organize, and implement engaging and interactive workshops for youth
- Provide 1:1 and small group advising and support to youth
- 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 (such as schools, community organizations and institutions) to address student and community needs
- Organize an annual career panel with support from staff and volunteers
- 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, 10.5 month commitment

Qualifications

- The ideal candidate has knowledge of the higher education landscape and college application process, is excited to learn, and has experience working with immigrant youth
- Ability and desire to work in a multicultural and multilingual setting
- Able to travel to Quincy and Boston sites (accessible by public transportation)
- (Strongly preferred, but not required) Chinese/English bilingual, experience with/knowledge of working with Asian American and Asian immigrant youth

- 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
 - 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. The Fellow completes 1,700 hours of service during a 10.5-month period. Service is approximately 37.5 hours per week, Monday-Friday, 10am to 6:30pm. This includes meeting with youth at least 5 hours per week. May need to attend occasional night and weekend events.

Supervisor Name: Cin Wong

Supervisor Email: cin.wong@bcnc.net

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 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.