



BUILD 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

BOSTON-The Fellow will serve as a college and career adviser to about 25-35 high school juniors and seniors who are enrolled in BUILD's four-year entrepreneurship program. The adviser's goal will be to establish relationships with the students and help each of them make informed decisions about their next steps after high school. The adviser will utilize BUILD's existing relationships with nonprofits, colleges, and corporate and business partners, as well as develop new ones, in order to be able to offer students a variety of opportunities that fit their skills and aspirations.

Supervisor: Will Leitch, wleitch@build.org

Essential Responsibilities

- Provide guidance in the college selection and application process, leveraging BUILD partners such as MacMillan Education, which offers their services free of charge to BUILD students.
- Provide essay support, also leveraging BUILD volunteers who will help students with their writing.
- Provide financial aid counseling, and connect students with BUILD's partner at uAspire.
- Help students understand all of their post-high school options including private and public four-year colleges, community colleges, Year Up, Northeastern's Foundation Year, technical schools like Ben Franklin Institute, and job training programs and organizations such as Boston Private Industry Council.
- Identify grant and scholarship opportunities, and oversee BUILD's own scholarship program.
- Connect seniors to BUILD alumni who are or were enrolled in colleges or programs of interest to the seniors.
- Oversee and further develop BUILD's existing skills training program with partners, including resume and cover letter writing, interviewing, professional dress, professional social media such as LinkedIn profiles, and so on.
- Ensure that students are aware of BUILD's alumni program that connects students to internships and other opportunities, and refer students to Bottom Line, where applicable.
- Help administer and expand BUILD's college partnerships and schedule college tours.
- 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

- Experience working with high school students
- Comfortable interacting with adults in leadership roles
- Strong email, phone and interpersonal skills
- Ability to be persistent, patient, and direct with young people
- 21 years of age or older preferred
- Bachelor's degree preferred
- Driver's license preferred
- Fluency in Spanish a plus
- Previous college counseling or admissions experience is a plus
- 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

M-F, 10A-6P (with some flexibility to accommodate student availability to meet one-on-one)

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 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.
- 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 BUILD and the youth program can be found at www.build.org and www.buildinboston.org
- Visit www.masspromisefellows.org for detailed program information

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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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Northeastern University
College of Professional Studies

