



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 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 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, tours of local colleges, 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 prep, 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
- Complete program evaluation requirements including, but not limited to, monthly reports, youth attendance tracker, and timesheets
- Travel at least once per month for Fellow meetings, retreats, and training throughout the Commonwealth of Massachusetts

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.
- Bachelor's degree strongly preferred
- Ability and desire to work in a multicultural and multilingual setting
- 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) Chinese/English bilingual, experience with/knowledge of working with Asian American and Asian immigrant youth.
- 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*

Massachusetts Promise Fellowship

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

Fellow Schedule:

- Monday-Friday, 10am to 6:30pm.
- May need to attend occasional night and weekend events.

Fellow Service Location:

- Primary Site: BCNC Quincy (1458 Hancock St #306, Quincy, MA 02169), with regular travel to Boston site (38 Ash Street, Boston, MA 02111)

Supervisor Name: Stephanie Fabro**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 \$6,195 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 Boston Chinatown Neighborhood Center and the youth program can be found at <https://bcnc.net/>
- 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.