



Massachusetts Promise Fellowship

CAMBRIDGE COMMUNITY SERVICES (CCS) CITY LINKS PROGRAM ASSOCIATE 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

CAMBRIDGE-Cambridge Community Services (CCS) is a non-profit organization that runs the City Links Program to empower immigrant youth to achieve academic, career, and personal success through inspiring out-of-school experiences. City Links participants are immigrant high school students from countries including Haiti, Bangladesh, Ethiopia, and El Salvador, among others. Through City Links, students participate in 1:1 mentoring, 1:1 tutoring, paid internships, and seminars focused on postsecondary planning, career exploration, and community engagement.

The City Links Program Associate/AmeriCorps Massachusetts Promise Fellow will take a key role in leading a cohort of 30-40 City Links students. Working closely with the City Links team, s/he will recruit, match, and support the cohort's mentoring and tutoring matches, co-facilitate weekly seminars, and support student learning at internships. This position offers a meaningful opportunity to lead major program components and work directly with immigrant high school students.

ESSENTIAL RESPONSIBILITIES

- Recruit and onboard 30-40 volunteer mentors and tutors
- Support student recruitment and onboarding
- Lead mentoring program component for Leadership Cohort (30-40 matches), including supervision on mentoring nights, case management with students, and regular mentor support (email, phone, and in person)
- Lead tutoring program component for Leadership Cohort (20-30 matches), including supervision on tutoring nights, case management with students, regular tutor support (email, phone, and in person), and proposing and implementing strategies to strengthen tutoring component
- Occasionally co-facilitate weekly seminars on postsecondary planning, career exploration, and community engagement
- Assist with development and placement of student internships
- Support student internship learning through student case management and guided reflection, as well as regular contact with supervisors

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

- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 12 month commitment

QUALIFICATIONS

- BA/BS strongly preferred
- Experience working with youth
- Experience working with immigrant groups and/or volunteers a plus
- Teaching experience a plus
- Multilingual skills a plus (especially Haitian Creole)
- Comfortable with public speaking
- Excellent organization and communication skills
- The ability to work independently and as part of a team
- Flexibility and a positive attitude
- Strong work ethic
- Must be able to work 11:30-7:30 at least two and ideally three days per week (Mon-Thurs)
- Excellent organizational and communication skills
- Interest in and commitment to national and community service
- Strong critical thinking and problem solving skills
- Ability to prioritize tasks and maintain progress on short and long-term goals
- 17 years of age or older
- High school diploma or GED equivalent required
- 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

MONDAY, FRIDAY: 9-5

TUESDAY, WEDNESDAY, THURSDAY: 11:30-7:30

BENEFITS

For a one year full-time commitment and 1700 hours of AmeriCorps service Fellows receive:
 A taxable living allowance of \$14,500/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 a \$5,775 educational award ♦ Monthly travel allowance ♦ Career coaching and support ♦ Healthcare benefits

CONTACT INFORMATION

Apply ASAP! Applicants are hired on a rolling basis.

Visit <https://www.surveymonkey.com/r/mpfapplication2016> to complete a general application **and send a letter of interest, resume and contact info for two references ASAP** to City Links Program Manager Anna Leverage at aleversee@cambridgecommunity.org.

MORE INFO

- Interviews will take place during May and June of 2016
- Hiring decisions will be made on or before July 15th, 2016
- Program start date is August 10th, 2016

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More information about Cambridge Community Services and the youth program can be found at www.cambridgecommunity.org

➤ **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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College of Professional Studies

