



CAPE VERDEAN ASSOCIATION OF BROCKTON 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

BROCKTON- The Cape Verdean Association of Brockton is a community based organization that provides education, health, civic, social and human services to Capeverdeans and other immigrant community populations in Brockton, with special emphasis on the needs of the youth and the elderly. The Association offers an afterschool, summer, and tutoring center, English Speakers of Other Languages (ESOL) classes for adults, the Family Initiative Collaboration, and fundraising and social events. The Promise Fellow will ensure educational classes and youth programs run efficiently and smoothly. Thus, the Promise Fellow will coordinate the educational classes of the Association, manage the Youth Tutoring Center for middle and high schoolers and coordinate the Summer Camp Program.

ESSENTIAL RESPONSIBILITIES

- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 12 month commitment
- Coordinate educational classes such as ESOL/Citizenship Classes
- Manage the Youth Tutoring Center/provide tutoring when necessary
- Plan and implement activities for the Center
- Plan and facilitate college and career readiness program, including one-on-one advising, college field trips, and college and career workshops
- Recruit and manage volunteers/ tutors
- Evaluate program's impact and successes
- Assist with the planning of the Summer Camp Program activities

QUALIFICATIONS

- Excellent organizational and communication skills
- Interest in and commitment to national and community service
- Experience working with youth with diverse background
- 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

Massachusetts Promise Fellowship

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masspromisefellows@neu.edu ♦ www.masspromisefellows.org

- High school diploma or GED equivalent
- Must be a US Citizen, US National or Permanent Resident Alien
- Bilingual in Cape Verdean Creole/Spanish preferred but not required
- 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-TH: (10-6) F: 9-5

SUPERVISOR NAME: MONICA TAVARES(MTAVARES@CVASSOCIATION.ORG)

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 Monica Tavares at mtavares@cvassociation.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
- More information about Cape Verdean Association of Brockton and the youth program can be found at www.cvassociation.webs.com
- **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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