



EVkids

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 The College Success Advisor will work within the College Success Project to guide 11th and 12th grade EVkids Tutoring students by providing 1:1 support through career exploration, assisting with the college application process, and empowering students to take control over their academic and career goals. The Fellow will build relationships and provide check-ins with students, their families, and their tutors, while tracking and taking note of each student's progress. The Fellow will coordinate and implement career panels, college tours, and informational college events. The Fellow will strengthen college readiness programming and assist wherever needed.

Essential Responsibilities

- Advise 11th grade tutee students by conducting assessments, discussing career matches, choice of major, college lists, and college essays, while providing scholarships and SAT/ACT resources and utilizing the College Success PathwayU Portal
- Advise 11th and 12th grade tutee students 1:1 to support summer career opportunities/ jobs and careers skills such as networking, resume writing, and interviewing
- Track data for 12th grade tutee students utilizing Bottom Line for the college application process through monthly check-ins, including colleges applied to, college acceptances, and college financial aid award letter comparisons
- Assist 12th grade tutee students with the college application process who do not qualify for Bottomline
- Maintain ongoing communication with all students, their families, and tutors on caseload
- Track student progress and meetings in Salesforce, while entering and creating assessment reports for each student
- Update and maintain resources in the PathwayU Portal for the College Success Project
- Coordinate career panels consisting of locals employed in unique careers, and college event nights for students and families to learn more about college
- Assist with college tours during February and April school breaks
- Participate in weekly EVkids Program Staff meetings and monthly All Staff meetings
- 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

- Bachelor's Degree in education or related field preferred
- Knowledge or experience in guidance counseling and/or college-career prep preferred

- Experience working with diverse populations including low-income and ethnically diverse populations, high school age youth, and their families
- Excellent written and computer skills
- Strong interpersonal social skills with the ability to work collaboratively with a diverse team
- Comfort navigating multiple work sites and demands in a professional environment
- Detail-oriented, organized, and able to be creative by working independently and taking initiative
- Ability to maintain a varying schedule week-to-week and to work some evenings/weekends
- Passionate about social justice and working with diverse communities, and a deep belief in the power and potential of young people to create social change
- 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

Monday, Wednesday, and Thursday 12pm-8pm / Tuesday and Friday, 10am-6pm

Schedule can be flexible depending on the times students want to meet.

Supervisor Name: Ashley Clavel

Supervisor Email: ashleyclavel@evkids.org

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 EVkids can be found at evkids.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.