



Edward M. Kennedy Academy 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 Edward M Kennedy Academy for Health Careers Massachusetts Promise Fellow will lead the After School Support Program to support the academic achievement of EMK students. The program provides after school tutoring in all subjects, support for the EMK science fair, and guidance in the college application and financial aid process. The Fellow will engage near peers in mentoring and role modeling to help EMK students envision their pathway to college. The Fellow focuses on sustained participation of a cohort of 20 students in grades 11 and 12 who are identified by teachers and the school counselor. As the Coordinator of the Afterschool Support Program, the Fellow leads the process for recruitment, retention and monitoring of student participants and volunteers, and assures effective communication between volunteers, EMK staff members, and families.

Essential Responsibilities:

- Recruit, orient, train and monitor volunteer tutors in the after school academic program
- Serve as the liaison between EMK faculty/staff and tutors to identify student needs
- Monitor participation of intervention cohort students and communicate with teachers, administration and parents/guardians to encourage/sustain student engagement
- Plan activities and one-on-one check in meetings to establish rapport and build a sense of community among intervention cohort students
- Participate in the weekly College and Career Readiness Seminars for grades 11 and 12
- Participate in monthly student support team meetings and weekly school-wide professional development activities
- Plan periodic appreciation events for volunteers and participants
- Complete program evaluation requirements including but not limited to preparing monthly reports, a youth attendance tracker, and time sheets
- Travel at least once/month for Fellowship meetings, retreats, and training throughout Massachusetts

Qualifications:

- Excellent organizational, written and verbal communication skills
- Proficiency in the use of technology – especially MS Office and Google Docs
- Strong critical thinking and problem solving skills
- Experience working with youth, particularly in an urban setting
- Demonstrated interest and commitment to service
- Maturity and professionalism, with understanding of appropriate youth boundaries
- Commitment to collaboration with colleagues and families – a team player
- Ability to prioritize tasks and maintain progress on multiple tasks simultaneously

Massachusetts Promise Fellowship

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

- Ability to speak a second language, especially Spanish, is desired
- BA/BS 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 through Friday 7:30 AM - 4:00 PM
- Occasional evening commitments for student/family events

Fellow Service Location:

- Edward M. Kennedy 11th and 12th Grade Campus, Cahner Building, 110 Fenway St. Boston, MA 02115

Supervisor Name: Latonia Pettie-Simpkins **Supervisor Email:** lpettiesimpkins@bostonpublicschools.org

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 Edward M. Kennedy Academy and the youth program can be found at <https://www.kennedyacademy.org/>
- 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.