



ENROOT

AmeriCorps Massachusetts Promise - College and Career Access Advisor

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

Enroot is a community-based nonprofit with a mission to empower immigrant youth to achieve academic, career and personal success through inspiring out-of-school experiences. Enroot seeks a Massachusetts Promise Fellow to provide college and career exploration support to our 12th-grade students in both Cambridge and Somerville. The College and Career Access Advisor will support students through leading monthly mentor-mentee workshops on college and career exploration and by providing guidance on the post-secondary application process. Expected outcomes: with the support from our Program Manager, the Fellow will work to ensure that all seniors will graduate from high school with an actionable plan and succeed in their professional career and beyond.

Essential Responsibilities

- Support recruitment and onboarding of 35-40 students
- Provide ongoing support for 40 mentors of students in their senior year of high school
- Provide 1:1 support for our 35 seniors going through the college application process and provide alternative options for students looking for other career or academic paths after high school
- Conduct monthly check-ins with mentors of seniors to make sure they have the resources they need to support their students
- Lead monthly senior workshops
- Starting in February, lead monthly junior workshops
- Plan college visits to 2-3 local colleges and community colleges
- Enhance Enroot's set of best practices for supporting Undocu+ students in college access & success
- Develop Enroot's understanding of alternative programs and support Manager of College Success in developing relationships with target colleges and universities
- 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, 9-month commitment

Qualifications

- Passion for working with diverse youth and families and the ability to work with people from a variety of backgrounds
- Experience working with high school students and/or English Language Learners

Massachusetts Promise Fellowship

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

- Flexibility, patience, and a good sense of humor
- Fluency/proficiency in one or more of the following languages strongly preferred: Haitian Creole, Spanish, Portuguese, French, Bengali, Hindi, or Arabic
- Proficiency with Microsoft and Google Drive applications; Salesforce experience a plus
- Ability to work independently and take initiative
- Excellent organizational and communication skills
- A deep belief in the power and potential of young people to create social change
- Passionate about social justice, willingness to advance Diversity, Belonging, Inclusion and Equity (DBIE) work at Enroot, as well as working with diverse communities
- 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: 9 am – 5 pm; Tuesday: 12 pm – 8 pm; Wednesday: 12 pm – 8 pm; Thursday: 12 pm – 8 pm; Friday: 9 am – 5 pm.

Supervisor Name: Paola Ozuna, Program Manager **Supervisor Email:** pozuna@enrooteducation.org

Benefits

For an eleven-month, full-time commitment and 1,500 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 \$4,266.50 educational award ♦ Monthly travel allowance ♦ Career coaching and support ♦ Healthcare benefits

Contact Information

Apply ASAP! Applicants are hired on a rolling basis.

Visit https://neu.co1.qualtrics.com/jfe/form/SV_1Tx65SytCCfFC9n to complete a general application and upload your letter of interest, resume and contact info for two references ASAP and before **October 1st, 2019**.

More Info

- Interviews will take place during September and October, 2019 and reasonable accommodations will be made available for interviews upon request.
- Selection decisions will be made on or before October 11th, 2019. **All position offers will be provisional until 2019-2020 federal funding has been confirmed.**
- Program start date is October 18th.
- More information about Enroot and the youth program can be found at <https://www.enrooteducation.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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