



## Freedom House 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

Boston-Freedom House's mission is to transform the economic and cultural fabric of high need communities through education and leadership development. The fellow will hold the responsibilities of a high school career and college coach for the Freedom House PUSH High School Program. The fellow will work closely with the staff at Freedom House and students and faculty at the Snowden International High School to determine needs and extent of support required and assist students in improving academic achievement by meeting with them on a regular basis to clarify learning problems and work on study skills.

CITY 5 Crawford Street Boston, MA

### Essential Responsibilities

- Coach cohort students via one-on-one and small group sessions in areas related to program goals such as academics, personal growth, leadership and service, health and wellness, college and financial aid planning etc.
- Guide seniors through college application process to both community colleges and universities.
- Create and facilitate workshops for students at the partner high schools.
- Collaborate with the PUSH Program team to implement college tours, civic engagement opportunities shadow professionals and college students, field trips, etc.
- Collect and maintain accurate and appropriate data on program performance indicators.
- Collaborate with guidance & support staff and in school community partners to promote positive college going and civically engaged community.
- Represent the organization at relevant events.
- Perform additional duties as required.
- Occasional evenings & weekends when required.
- Provide coaching for up to 30 students for the academic year
- Travel monthly for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 11 month commitment
- 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, 11 month commitment

### Massachusetts Promise Fellowship

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

## Qualifications

- Excellent organizational, written and communication skills
  - Knowledge of teaching techniques and academic programs.
  - Skilled in both verbal and written communication.
  - Be a creative, positive, proactive and flexible professional with the ability to prioritize multiple tasks.
  - Strong critical thinking and problem solving skills
  - Ability to prioritize tasks and maintain progress on short and long-term goals
  - Possess a genuine passion for working with youth of color in a direct service setting.
  - Deep belief in the power and potential of young people to create social change
  - Be a team player who can also work independently.
  - Have working knowledge of the college application & financial aid process
  - 18 years of age or older
  - Interest in and commitment to national and community service
  - High school diploma or GED equivalent
  - Ability to work independently and take initiative
  - Experience working with high school youth
  - Passionate about social justice and 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 - FRIDAY, 9:00 A.M. - 5:00 P.M.

SUPERVISOR NAME: CHARMAINE L. ARTHUR – CARTHUR@FREEDOMHOUSE.COM

## 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 \$6,095 educational award ♦ Monthly travel allowance ♦ Career coaching and support ♦ Healthcare benefits

## Contact Information

**Apply ASAP!** Applicants are hired on a rolling basis.

Visit [masspromisefellowapplication2019](http://masspromisefellowapplication2019) to complete a general application **and upload your letter of interest, resume and contact info for two references ASAP and before May 1<sup>st</sup>, 2019.**

## More Info

- Interviews will take place during April and May, 2019 and reasonable accommodations will be made available for interviews upon request.
- Selection decisions will be made on or before July 1<sup>st</sup>, 2019. **All position offers will be provisional until 2019-2020 federal funding has been confirmed.**
- Program start date is August 5<sup>th</sup>, 2019
- More information about Freedom House and the youth program can be found at [www.freedomhouse.com](http://www.freedomhouse.com)
- Visit [www.masspromisefellows.org](http://www.masspromisefellows.org) for detailed program information

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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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**Northeastern University**  
College of Professional Studies

