



## Freedom House at Jeremiah E. Burke High School AmeriCorps Massachusetts Promise Fellow

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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.*

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### 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 Jeremiah E. Burke 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.

### Essential Responsibilities:

- Coach up to 20+ 10<sup>th</sup>-12<sup>th</sup> grade students for the academic year 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.
- Create and facilitate workshops for 10-12 grade 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 data on program performance indicators
- Collaborate with guidance & support staff and in-school community partners to promote positive college driven and civically engaged community
- Conduct evaluations to determine the program's effectiveness
- Communicates program results to participants and upper management
- Complete program evaluation requirements including but not limited to preparing monthly reports, a youth attendance tracker, and time sheets
- Travel monthly for Fellowship meetings, retreats, and training throughout the Commonwealth

### Qualifications:

- Excellent organizational, written and communication skills
- Knowledge of teaching techniques and academic programs
- Be a creative, positive, proactive and flexible professional with the ability to prioritize multiple tasks
- Strong critical thinking and problem-solving skills
- 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
- Interest in and commitment to national and community service
- Ability to work independently and take initiative

### Massachusetts Promise Fellowship

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

- 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), 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. (Schedule Is Subject To Change Based On Site Work Hours)
- Occasional nights and weekends required

#### **Fellow Service Location:**

- **Freedom House**, 5 Crawford Street, Dorchester, 02121
- **Supervisor Name:** Charmaine L. Arthur **Supervisor Email:** [carthur@freedomhouse.com](mailto: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 \$6,195 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 1<sup>st</sup>, 2020**

#### **More Info:**

- Selection decisions will be made on or before July 1<sup>st</sup>, 2020. **All position offers will be provisional until 2020-2021 federal funding has been confirmed.**
- Program start date is August 4<sup>th</sup>, 2020
- More information about Freedom House can be found at <https://www.freedomhouse.com/>
- Visit [www.masspromisefellows.org](http://www.masspromisefellows.org) for detailed program information

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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.