



## Girls Incorporated of Lynn 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

**Lynn**-The mission of **Girls Inc. of Lynn** is to inspire all girls to be strong, smart, and bold by meeting the needs of girls in the community, developing girls' capacity to overcome the effects of discrimination and be self-sufficient, responsible members of the community, and by serving as a vigorous advocate for all girls. Girls Inc. of Lynn has been operating since 1942, serving girls ages 5-18. The College Access Fellow will increase college and career readiness programming with high school juniors and seniors through the College Access mentoring program which provides weekly program mentors who will work with girls on a weekly basis. The College Access Fellow will also increase girls' knowledge of colleges and scholarships that are a good fit for them and engage the parents of girls in the program.

### Essential Responsibilities

- Broaden and deepen the College Access Program by reviewing and updating the curricula for seniors and juniors, reviewing and updating policies and procedures for the College Access Program to improve effectiveness
- Train mentors and update them so they are confident in their knowledge regarding college access and cultural competency
- Oversee the daily operation of Teen Learning Center which includes recruiting and training tutors, providing academic assistance to teen participants as needed and supervising the use of the laptops and printer
- Serve as a liaison between Girls Inc. and local area colleges and universities
- Recruit 40 teens and provide more intensive case management services as needed
- Track program data, including recruitment hours, training hours, attendance records, number of matches, student college acceptances, and scholarships awarded to mentees
- Work with staff to arrange college visits, and coordinate Girls Inc. scholarship opportunities.
- Assist with bimonthly Career Speaker Panel
- Assist with Teen Leadership Academy implementation
- Identify needs to enhance skills to increase college access and ensure that relevant workshops are offered
- Determine the content and schedule for juniors and seniors in the College Mentoring Program
- Work with supervisor to set goals and evaluate program outcomes
- Create and maintain a Google Drive account for the program
- Create and implement plan to engage parents in the college/scholarship/financial aid application process
- Provide one on one support to mentoring pairs and individual girls in the program

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- Plan and carry out special events such as parent nights, college shower and college readiness conference
- Complete required MPF data and evaluation requirement
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 11 month commitment

### Qualifications

- Excellent organizational and communication skills
- Interest in and commitment to national and community service
- Experience working with youth
- Strong critical thinking and problem solving skills
- Ability to prioritize tasks and maintain progress on short and long-term goals
- Ability to maintain a flexible schedule. Some weekends may be required.
- 17 years of age or older
- High school diploma or GED equivalent
- Ability to work independently and take initiative
- Excellent organizational and communication skills
- Deep belief in the power and potential of young people to create social change
- Experience working with 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

Mondays, Wednesdays, 10:30-6:30, Tuesdays, Thursdays 11:00-8:00 and Fridays 12:00-6:00

**Supervisor Name:** Karyn King Fargo

**Supervisor Email:** [kfargo@girlsinclynn.org](mailto:kfargo@girlsinclynn.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 \$6,095 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 June 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

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- More information about Girls Incorporated of Lynn and the youth program can be found at [www.girlsinlynn.org](http://www.girlsinlynn.org)
- 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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