



## Girls Inc. of Lynn 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:

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 ages 5-18. The Massachusetts Promise Fellow will provide college access readiness programming for high school junior and senior girls which includes weekly programming featuring a 1:1 mentoring for the senior girls and team mentoring for junior girls. The College Access Fellow will teach girls about the college application process, scholarships and financial aid, increase girls' knowledge of colleges and scholarships that are a good fit for them personally, and engage the parents of girls in the program.

### Essential Responsibilities:

- Oversee the College Access Program by reviewing and updating schedules, curricula, policies and procedures to improve effectiveness
- Recruit, mentor, and guide the girls and their mentors through the college application process
- Assist with orientation and training for the volunteer mentors and parent/guardians
- Establish and maintained regular communication with program participants and their parent/guardians
- Plan, prepare for, and facilitate weekly college access mentoring sessions
- Track and record program data, including member information, training/program hours, attendance records, number of matches, student college acceptances, and scholarships awarded to mentees
- Work with staff to coordinate and implement other program components
- Maintain a Google Drive account for the program to share program resources
- Plan and implement activities to engage parent/guardians
- 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 the Commonwealth

### Qualifications:

- Bachelor's degree or demonstrated equivalent of related experience preferred in education or related field
- Ability to work independently and take initiative
- Excellent organizational and communication skills
- Interest in and commitment to national and community service
- Familiar with the college and scholarship application processes

- Experience working with youth and adult volunteers
- Lesson planning and facilitation experience
- Strong critical thinking and problem solving skills
- Ability to prioritize tasks and maintain progress on short and long-term goals
- Ability to work with youth and families from a variety of backgrounds
- 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 & Wednesdays 10:30am-6:30pm, Tuesdays & Thursdays 11am-8pm and 12-6pm on Fridays
- Some weekends

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

- Girls Inc. of Lynn, 50 High Street, Lynn, MA

**Supervisor Name:** Ariel Garfinkel

**Supervisor Email:** [agarfinkel@girlsinclynn.org](mailto:agarfinkel@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 \$6,195 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 Girls Incorporated of Lynn can be found at <https://girlsinclynn.org/>
- 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.