



GIRLS INC. 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 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 The Career Readiness Advisor will prepare high school students in Lynn for their first professional job. The Advisor will lead workshops on career exploration, job readiness, moderate career panels, place teens in internships and job shadows, and provide case management support. The Advisor will also work with teens to develop and hone their leadership skills. The Advisor will also assist the College and Career Readiness Coordinator as needed.

Essential Responsibilities

- Facilitate weekly Career Path program for cohort of 15-20 high school youth on career research, resume building, interview preparation, and effective communication
- Establish and maintain regular communication with program participants through case management
- Coordinate career panels to increase teens' exposure to professional women in different fields
- Place teens in 1-6 week internships or job shadows depending on host site availability
- Facilitate Teen Leadership Academy component of Career Path, exploring leadership qualities, public speaking, dressing for success, conflict resolution, time management, personal branding, etc
- Assist College and Career Readiness Coordinator with college readiness program
- Manage program schedules and curricula to improve effectiveness and meet student needs
- Arrange field trips for youth to local organizations to gain familiarity with career opportunities
- Participate in weekly staff meetings with high school team
- Complete program evaluation requirements including monthly reports, attendance tracker and timesheets
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the state
- Make a full-time, 10.5 month commitment

Qualifications

- Bachelor's degree from an accredited university, preferably in a related field
- Experience with lesson planning and program facilitation
- Experience working with youth or young adults, preferably high school age
- Strong familiarity with career readiness topics
- Ability to work independently and take initiative
- Excellent organizational and communication skills
- Comfortable working with adult volunteers

- Comfortable initiating phone calls and interacting regularly with families, volunteers, and partners
- Strong problem-solving skills
- Ability to work flexible hours including some evenings until 7:30pm
- 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
- 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, 11:30am-7:30pm

Site Location: 50 High Street, Lynn MA 01902

Supervisor Name: Ariel Garfinkel

Supervisor Email: agarfinkel@girlsinclynn.org

Benefits

For an 10.5 month, full-time commitment and 1,700 hours of AmeriCorps service Fellows receive:

A taxable living allowance of up to \$20,000/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 \$6,495 educational award ♦ Travel reimbursement 15+ miles for Fellow monthly meetings ♦ Career coaching and support ♦ Healthcare benefits

Contact Information

Apply ASAP! Applicants are hired on a rolling basis.

Visit [here](#) to complete a general application **and upload your letter of interest, resume and contact info for three references ASAP and before July 15, 2022.**

More Info

- Interviews will take place during April-June 2022 and reasonable accommodations will be made available for interviews upon request.
- Selection decisions will be made on or before July 28th, 2022 to guarantee an on time program start. **All position offers will be provisional until 2022-2023 federal funding has been confirmed.**
- Program start date is August 15th, 2022
- More information about GIRLS INC. OF LYNN and the youth program can be found at <https://girlsinclynn.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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