



Massachusetts Promise Fellowship

**Position: Massachusetts Promise Fellowship Graduate Assistant**

**What we do:**

The Massachusetts Promise Fellowship is a full-time AmeriCorps program housed in the Center of Community Service at Northeastern. Our mission is focused on decreasing the opportunity gap for young people in the Commonwealth and supporting the growth and development of our emerging leaders, our Fellows. Each year we place 40 AmeriCorps Fellows at non-profits, city agencies, and schools across the Commonwealth to lead out-of-school time programs for youth in grades 6-12 with the goal of increasing academic engagement and decreasing school dropout. Our Fellows plan and lead out-of-school time curriculum focused on academic enrichment and college and career exploration. Fellows convene once or twice a month at the University for training and community building at the University and receive ongoing coaching from our staff. Our Graduate Assistant will join our full-time staff of three that are focused on overseeing the operations of all aspects of our program, including managing our site partnerships, recruiting, onboarding, and supporting our Fellows, designing and facilitating training and providing coaching for our Fellows, and overseeing a number of additional initiatives, including our alumni program, fundraising events, and service days.

**What you'll do:**

Our Graduate Assistant will focus specifically on supporting program operations, training, and special events. Responsibilities/projects may include, but are not limited to:

- Supporting the logistics for planning training and events, including booking space, ordering food, and providing assistance with the agenda and training design.
- Serve as an administrator for our Senior Fellow program, a leadership program for five second year Fellows. This will include planning and co-leading Senior Fellow meetings and overseeing all logistics.
- Serving as a member of the planning committee and supporting with logistics for our annual fundraiser, Pass the Wagon, held in April '19.
- Building relationships with and supporting our Fellows by attending MPF monthly trainings and retreats.
- Assisting with other program administrative tasks as needed.

**We want someone on our team who:**

- is passionate about and committed to national service and building inclusive communities
- has excellent organization and time-management skills
- is both a critical and creative thinker
- is able to take direction and initiative
- is a strong communicator (verbal, written, interpersonal)
- wants to be part of a team and is willing to contribute to our shared goals
- is ready to work hard and have fun!

**Education:** Currently or will be pursuing a Master's degree at Northeastern in 2018-2019.

**Dates of Employment:** September 4<sup>th</sup> – May 10<sup>th</sup>, 2019. Position available for second year dependent on performance and funding. *Dates can be flexible for the right candidate.*

**Compensation:** Part-Time, 20 hours/week @ \$20/hour

*All interested candidates should submit a resume and cover letter to [masspromisefellows@northeastern.edu](mailto:masspromisefellows@northeastern.edu)*