



## Margarita Muñiz Academy, 9<sup>th</sup> Grade 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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The Massachusetts Promise Fellow at Margarita Muniz Academy will serve as the Coordinator and Academic Coach for the after-school support program that will engage with a select group of 20-25 students in 9<sup>th</sup> grade who need sustained academic support. The after-school program will focus on scholastic engagement, academic skill-building, and tutoring. The Fellow will build relationships, work one-on-one with students, as well as reach out to the parents of the assigned cohort of students. The Fellow will work with a team of teachers to maintain weekly contact with assigned students' families and track students' Academic progress throughout the year to create academically rigorous, meaningful, and fun learning experiences for students.

### Essential Responsibilities:

- Recruit and support a cohort of 15-20 students in 9<sup>th</sup> grade as an Academic Coach
- Work with students in small groups and one-on-one during the school day
- Coordinate 6-8 hours weekly of after-school programming and academic skill building
- Maintain weekly contact with students' families
- Collaborate with teachers, administrators, and guardians to track students' academic progress and encourage student engagement throughout the school year
- Work with students to create and implement individual student success plans
- Plan activities and one-on-one check in on meetings that will establish rapport and build a sense of community among the 25 intervention cohort students
- Lead field trips and other fun extracurricular activities for this group of students.
- 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:

- Ability to speak Spanish fluently
- Excellent organizational and communication skills
- Experience working with youth
- Interest in and commitment to national and community service.
- Strong critical-thinking and problem-solving skills
- Ability to prioritize tasks and maintain progress on short- and long-term goals
- Ability to work independently and take initiative
- 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:

- Monday to Thursday: 9am to 5:30pm, Friday 10:30am-2:30pm
- Some evenings and weekends may be needed for parent/teacher conferences and activities/events with students and families

**Site Contact Name: Antonio Arvelo**

**Site Contact Email: [aarvelo@bostonpublicschools.org](mailto:aarvelo@bostonpublicschools.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 July 1, 2020**

### More Info:

- Selection decisions will be made on or before July 20, 2020. **All position offers will be provisional until 2020-2021 federal funding has been confirmed.**
- Program start date is August 17<sup>th</sup>, 2020
- More information about La Vida and the youth program can be found at <https://munizacademy.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.