



The MetroWest College Planning Center 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 mentoring, social and emotional learning, college and career readiness, academic enrichment, and community service-learning.

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

Waltham High School-The college and career advisor position works collaboratively with all members of the MetroWest College Planning Center team to coordinate and deliver high impact advising, near peer mentoring, and programming for College Planning Center onsite and in the MetroWest community. The advisor is responsible for producing the highest level of quality inclusive advising possible for high school communities and community members. The advisor creates a roadmap for each advisee and trains the advisee on how to move step by step through the roadmap. The advisor maintains coaching notes and files on each advisee and collects data about their movement forward or obstacles. This advisor coordinates, schedules, and attends all career clinics and college visits for the high school they serve. This position also checks in weekly with supervisor and other advisors on the advisor team to ensure persistence and completion of goals so no barriers come into the way of successful postsecondary education and career for advisees. Conducts intake and assessment, process for advisees.

Supervisor: Colleen Coffey, ccoffey@framingham.edu

Essential Responsibilities

- Advises high school students on their pathway to the future, covering topics such as: Going to College (application), Paying for College (scholarship and FAFSA), Financial Literacy, and Career Exploration (Career Clinics)
- Ensures that all goals (college applications, scholarship applications, college visits, etc.) are met for each student
- Enrolls students in dual enrollment classes and communicates with those dual enrollment coordinators
- Assists near peer mentors in understanding their role as advisors
- Maintains up to date lists of advisees, coaching notes and files
- Understands and accesses various support systems both inside and outside of the College Planning Center to work collaboratively in mission for success and completion
- Attends and actively participates in staff and other meetings, team based projects, and cross-functional projects as required
- Provides high quality coaching, counseling, and customer service to students

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- Works collaboratively with College Access Community to ensure the most cutting edge methods and materials are being used
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 11 month commitment
- Performs other related duties as requested

Qualifications

- Excellent organizational and communication skills
- Ability to work independently and take initiative
- 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
- 17 years of age or older
- College degree
- Transportation preferred
- Bilingual (Spanish/ English)
- Experience with immigrant, non-traditional learner and ELL community
- Deep belief in the power and potential of young people to create social change
- 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

M-F 7:30 AM- 3:30 PM

OCCASIONAL TEAM OUTREACH EVENTS

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 \$5,920 educational award ♦ Monthly travel allowance ♦ Career coaching and support ♦ Healthcare benefits

How to Apply

Apply ASAP! Applicants are hired on a rolling basis.

Applicants must apply through our [General Application](#) and select the host site(s) of which they are interested in applying. Host sites will reach out to schedule a first round interview. If you have additional questions or would like to contact a host site, please see the e-mail contact listed above. Positions will continue to accept applications until they are listed as filled.

More Info

- Interviews will take place during May, 2018 and reasonable accommodations will be made available for interviews upon request.
- Selection decisions will be made on or before June 1st, 2018. **All position offers will be provisional until 2018-2019 federal funding has been confirmed.**

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- Program start date is August 7th, 2018
- More information about The MetroWest College Planning Center and the youth program can be found at metrowestcpc.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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Northeastern University
College of Professional Studies

