



## Margarita Muniz Academy 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 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 9th grade Massachusetts Promise Fellow at Margarita Muñiz Academy will serve as the Coordinator and Academic Coach for the support program that will engage with a select group of 15-20 students in 9th grade who need sustained academic support. This support 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 9th 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
- Work with students to create and implement individual student success plans
- 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 15-20 intervention cohort students
- Lead field trips and other fun extracurricular activities for this group of students
- Complete required MPF data and evaluation requirements
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 10.5 month commitment

### Qualifications

- Excellent organizational and communication skills
- Ability to work independently and take initiative
- Experience working with youth

- Strong desire to assist youth with academic skills
  - Deep belief in the power and potential of young people to create social change
  - Strong critical-thinking and problem-solving skills
  - Ability to speak Spanish fluently, *strongly preferred*
  - Interest in and commitment to national and community service
  - Ability to prioritize tasks and maintain progress on short- and long-term goals
  - 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:** Mon. - Thurs. 8:30a.m. to 5:00p.m.; Friday 8:30 to 4:00p.m.

**Site Location:** 20 Child Street, Jamaica Plain, MA 02130

**Supervisor Name:** Anthony Arvelo

**Supervisor Email:** [anthony.arvelo@munizacademy.org](mailto:anthony.arvelo@munizacademy.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 15<sup>th</sup>, 2022
- More information about Margarita Muniz Academy] and the youth program can be found at [info@munizacademy.org](mailto:info@munizacademy.org).
- Visit [www.masspromisefellows.org](http://www.masspromisefellows.org) for detailed program information

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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.



**Massachusetts Promise Fellowship**  
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[www.masspromisefellows.org](http://www.masspromisefellows.org)

