



## Preservation of Affordable Housing, Inc. at Cromwell Court 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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### Service Description:

Preservation of Affordable Housing (POAH), an exciting and entrepreneurial organization committed to community development and to preserving 'at risk' affordable rental housing, is seeking a Massachusetts Promise Fellow to serve as a full-time Youth Engagement and Academic Enrichment Coordinator for the Cromwell Court Apartments community in Hyannis, MA. The coordinator will serve in a vitally important role engaging youth, parents, educators, and local stakeholders to develop and implement academic enrichment programming for the 2020-2021 school year.

### Essential Responsibilities:

- Recruit and consistently engage a cohort of +15 youth aged 11-14 years old living at Cromwell Court
- Establish an on-site, bi-weekly "Homework Heroes" tutoring program
- Develop and implement a weekly Science, Technology, Engineering, Art, and Math (STEAM) focused education program
- Plan and execute one educational off-site excursion per month, to increase youth exposure to the broader community's amenities and resources
- Conduct monthly parent engagement events aimed at soliciting feedback from parents regarding their children's academic support needs as well as keeping parents informed about the programs and activities being offered to their children
- Establish consistent, sustainable communication and engagement with local schools
- Collaborate with the health coordinator from Health Imperatives to design and deliver at least three health education related events for youth over the course of the fellowship (ex: nutrition, exercise, mental health awareness, etc)
- Collaborate with the financial coach from Compass Working Capital to design and deliver at least three financial education related events for youth over the course of the fellowship (ex: age appropriate financial literacy, saving for college or certification programs, credit education, etc)
- 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:

- Minimum of one year prior experience conducting youth engagement and/or youth education programs (preferably in low-income communities or in affordable housing settings)
- Ability to work with and motivate youth populations aged 11-14 years old
- Basic proficiency in the use of computers including Word, Excel and Outlook

- Demonstrated time management skills and proven organizational skills
- College degree with a focus in Education, Social Work, Public Health, Human Services, or Community Development is a plus
- 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 through Friday, from 10 AM to 7 PM
- Occasional weekends for programming and events

**Fellow Service Location:**

- Cromwell Court Apartments – Hyannis, MA 168 Barnstable Rd, Hyannis, MA 02601

**Supervisor Name:** Jennifer Gouveia

**Supervisor Email:** [jgouveia@poahcommunities.com](mailto:jgouveia@poahcommunities.com)

**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 Preservation of Affordable Housing, Inc. and the youth at <https://www.poah.org/>
- **Visit [www.masspromisefellows.org](http://www.masspromisefellows.org) for detailed program information**

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.