



## **AmeriCorps Member Recruitment Process and Tips 2022-2023**

### **How the Program Works**

The Massachusetts Promise Fellowship (MPF) operates using a scattered site model placing AmeriCorps members in many cities across the state (Greater Boston, North Shore, Cape Cod, South Shore, Western, Mass, etc.). AmeriCorps members have a strong impact on students thanks to partnerships with nonprofit organizations, schools, and city agencies. When you are accepted into the program, you are assigned to a partner site where you will build relationships and deliver out-of-school time (OST) programming to a cohort of young people between the grades of 6-12.

Over the course of your service year, your goal will be to increase youth academic engagement – a key factor in dropout prevention and to support the college and career aspirations of each young person.

### **Things to Know Before You Apply**

Make sure you are eligible and ready to commit. A year of service is impactful but requires someone to be committed to service. To be eligible, you must:

- a. be at least 17 years old by July 1, 2022 and earned a high school diploma or GED equivalent
- b. able to work full-time (40 hours per week) for 11 months
- c. be a U.S. citizen or legal permanent resident. Unfortunately, individuals who have received Deferred Action for Childhood Arrivals (DACA) through U.S. Department of Homeland Security are not eligible to serve as AmeriCorps member at this time.
- d. Agree to a background check and fingerprint

### **Admission Process**

AmeriCorps Massachusetts Promise Fellow (MPF) corps members work with students from under-resourced communities and that attend out-of-school time programs to seek academic engagement and college and career support. Given the nature of our work, the stakes are high, and this means we maintain a selective interview process where we learn about your unique experiences, achievements, and interest.

Our process ensures that we are choosing leaders who are likely to succeed in the out-of-school time space and persevere through the inevitable challenges. The process includes:

1. an online application
2. two virtual interviews
3. conducting reference and background checks

Our entire interview process can take between 4-6 weeks.

## How to Apply

During the application process you will be asked to select your top five partner sites. We use this information to help us understand if there is more than one opportunity that your skills and experience may fit. This does not mean you will be matched with every selection you make. Only choose partner sites in which your interests and skills align. As service positions are filled, they will no longer appear on the website. If you experience any technical issues with completing the application, please email [c.roque@northeastern.edu](mailto:c.roque@northeastern.edu) for support.

1. On our website, navigate to the "Apply Now" page and scroll down to read the open service positions. Each opening is linked to its service description which gives you an understanding of the placement site, the role, and the responsibilities.
2. Complete the online application. It should take between 30-45 minutes. Be prepared to choose your site placements, provide contact information for your references, upload your resume, cover letter or audio and work experience in lieu of resume and cover letter.

The Massachusetts Promise Fellowship provides reasonable accommodations for candidates with disabilities at every stage of the application process. Disclosing a disability or requesting a need for accommodations is a separate process from admissions and will have absolutely no bearing on a candidate's application status. The Massachusetts Promise Fellowship will make every effort to meet your request, but specific requests are not guaranteed. All disclosed information will be kept confidential within the Massachusetts Promise Fellowship and only shared with prospective site placement if requested by the candidate.

If you need to request an accommodation, please contact our Christine Roque, at [c.roque@northeastern.edu](mailto:c.roque@northeastern.edu)

## What Happens After You Submit an Application?

1. You will typically receive a notification email within one week of submitting your application about your status. If we need to collect more information about your application, we will reach out via email. Please note, when you submit your application you will not receive a confirmation email. *If it has been more than one week since you submitted your application and have not heard from us, email Emily Conwell at [e.conwell@northeastern.edu](mailto:e.conwell@northeastern.edu) to inquire about the status.*
2. First round video interviews are an opportunity for the Massachusetts Promise Fellowship Leadership Team to further determine whether your background and experiences are a fit for available positions. If you are selected for a first-round interview, instructions for signing up will be provided in your email.
3. Within one week of your video interview, you will receive an email from the Massachusetts Promise Fellowship Leadership Team informing you of the outcome of your interview.

4. If you are advanced, your application materials will be shared with the hiring manager(s) at the partner site(s) for the role you applied to or are matched with.
5. The hiring manager at the partner site will follow-up within one week to schedule and conduct your second interview. This will be an opportunity for you to learn about the organization's culture, responsibilities, support structures, and to assess if the site would be a strong match.
6. After the second interview, you will rank your partner site preferences and the partner site will do the same. In addition, the Leadership Team at the Massachusetts Promise Fellowship will review overall site alignment and render a decision within a few days. *Please note, official offers only come from the Massachusetts Promise Fellowship Leadership Team, not host site placements.*
7. Remember to check your email and follow-up within the appropriate time frame.

\*\* Matches are not guaranteed. In the case we are unable to match a candidate and a site placement partner, we will review the candidates' preferences and credentials and consider them for the next round.

## Feedback

Given the volume of applications the Massachusetts Promise Fellowship receives, we are unable to provide individual feedback about admissions decisions to applicants who are not accepted at any stage of the application process. However, we will notify each candidate of their status whether they are accepted or not.

## Application Tips

1. **Do your research.** Before applying, read about the [Massachusetts Promise Fellowship](#), [AmeriCorps](#), the partner site(s) of interest, the region the site is located, and the cost of living.
2. **Provide specific information in the work experience fields.** Rather than simply writing the title of your position ("Youth Worker"), provide detailed information about your role and responsibilities in that position, as you would in a standard resume. Feel free to use bullet points. Highlight your accomplishments and expertise in education, out-of-school time programming, and youth development. Don't be modest here!
3. **Check your schedule.** To join MPF, you must be able to complete our half day welcome session (June or July 2022) and weeklong summer orientation starting August 15, 2022.

## Interview Tips

1. You can never have too much information - do your research!
2. Know yourself. Think about what information you need to know about MPF, AmeriCorps, and the host site partner in order to say "yes" to a year of service. When you are relaxed and prepared, you are most likely to perform at your best.

3. Know how to talk about yourself. Be prepared to discuss the skills and knowledge that sets you apart from other candidates.
4. Attire. Although interviews are conducted virtually, dress as you would for an in-person interview and have your camera on.
5. Arrive 5-10 minutes early. Arrange to test your technology early so there is minimal chances of you rushing or arriving late.

**Application Deadlines 2022-2023**

There are specific steps to being admitted into the program and each step requires important deadlines.

Applicants that are interested in joining the program can apply during one of the six application windows. If there are site partner openings beyond the deadlines below, each site will be filled on a rolling basis.

Submit Your Application By	April 22nd	May 6	May 20	June 3	June 17	July 1
Learn if you're invited to a first-round interview and select an interview time	Apr. 27	May 11	May 25	June 8	June 22	July 6
Attend your first-round interview	May 2-4	May 16-18	May 30- June 1	June 13-15	June 27-29	July 11-13
Interview with potential partner sites	May 9-13	May 23-27	June 6-10	June 20-24	June 30	July 18-22
Accept or decline your offer	May 18	June 2	June 15	June 29	July 14	July 28

## **On-boarding**

Once you've accepted the offer to join the Massachusetts Promise Fellowship, your on-boarding begins with a Summer Welcome session followed by the Pre-Service Experience Kickoff and sustained by monthly professional development meetings. All sessions are mandatory.

### **Summer Welcome Session**

By this time, you should have completed required logistical items such as your background check and fingerprints. MPF does cover the financial cost of these tests but if your meeting is missed, you will be responsible for the rescheduled cost. Many corps members also begin looking for housing during the summer.

Welcome sessions give you an inside look at your benefits, stipend, institutional knowledge, support structures and necessary information to be successful for your year of service. After this session you will be ready to join us for the Pre-Service Experience Kickoff.

### **Pre-Service Experience Kickoff**

The Kickoff is an intensive week long immersion that will provide you with the foundations, skills, and mindsets needed to be an effective youth worker. At this time, you will be joined by the entire corps to engage in approximately 20 hours of learning and is the start to you building connections with other Mass Promise Fellows.

By the end of the kickoff you will be ready to begin your first day at your site placement.

### **Monthly Professional Development**

Your day-to-day life as a Mass Promise Fellow corps member will take place at your host site placement where you will interact with students and host site staff. In addition, the MPF leadership team will continue to supplement your learning and development by offering monthly professional development sessions for the entire corps that focus on topics such as positive youth development, adultism, curriculum building, classism, racism, and more. Meetings are led by MPF leadership staff, alumni, and external partners across our network.

These sessions enhance community development, grow corps member practices that can be infused into day-to-day work, and build professional competencies.

## Frequently Asked Questions

### General

#### **What is required to complete the program and receive the Segal AmeriCorps Education Award?**

To receive the Segal AmeriCorps Education Award, an AmeriCorps member must complete 1,700 hours of service, all MPF-related requirements and serve through the program's graduation date.

#### **Who can I use for my references?**

We ask that you provide us with three professional references, which can be anyone who has supervised you in a professional setting (i.e. manager, professor, supervisor, etc.). Please refrain from using family members or friends as your reference.

#### **Can I apply to more than one partner site at a time?**

The Massachusetts Promise Fellowship is a state program with 40 different service positions located across Massachusetts. You may select up to five partner sites when completing the application. If you are deciding between a couple of sites, we encourage you to learn more by researching the site of interest, the location, the community, and the cost of living.

#### **Will I get my first pick?**

Having learned a lot over the past decade, we understand what makes for a balanced partnership and service experience. We take into consideration a candidate's first pick, but we do not guarantee that they will receive their first choice. When matching begins, we are looking at host site culture and support, candidate interest and experience, along with a candidate's commitment to not only their placement site but to MPF programming. Most candidates are placed at one of their top sites. When choosing a site, it is recommended that you choose a site where you would be most comfortable serving.

#### **If I am not offered an AmeriCorps member position, can I reapply for the next deadline?**

Unfortunately, you cannot reapply during the same year, even to another site. You are welcome to reapply the following year. We encourage applicants who were not admitted to continue serving their community and strongly suggest that they explore other AmeriCorps or service programs in their local area or preferred region.

### Service

#### **When do MPF AmeriCorps members start service?**

The term of service for AmeriCorps members begins in mid-August of each year.

#### **How is MPF related to AmeriCorps?**

The Massachusetts Promise Fellowship is a member of the AmeriCorps network. AmeriCorps is a federally funded network of national service programs that engages Americans in service to meet critical needs in education, public safety, health and the environment.

### **What are some of the general challenges during your service year? How do you cope?**

Mass Promise Fellows typically work a full-time schedule of 8 hours each day, while balancing data and evaluation requirements, and attending professional development meetings. Some days will be rough and during those moments it is important to lean on the support of fellow corps members and to end each day on a positive note. During your year of service, you will be coached on how to troubleshoot and be solution oriented whether it's about life-work balance, meeting a deadline, or host site challenges. It's also important to remember to utilize your weekends to relax and reflect.

### **How do members within MPF connect throughout the program year?**

Every month, Mass Promise Fellows are required to attend monthly professional development opportunities that are hosted by the Massachusetts Promise Fellowship leadership team. As an added level of support and connection, every corps member is assigned a Senior Fellow (a person doing a second year of service and that serves as a senior leader in the program). Each advising group led by a Senior Fellow consists of 5-8 other corps members.

### **How do you know you've made a difference in the life of a student?**

The Massachusetts Promise Fellowship collects quantitative and qualitative data that reflects the effectiveness of the service AmeriCorps members are doing on a daily basis. Using surveys, we track student attitudes towards school, their feedback on programming, and receive updates on student progress from AmeriCorps members via monthly reporting. On a personal level, AmeriCorps members are consistently building trust and healthy relationships with the students they are serving.

### **Is it possible to work and attend school while serving as a MPF AmeriCorps member?**

Serving as an AmeriCorps member is a full-time position Monday through Friday. It is possible to work an additional job or attend school during the evenings or weekends, but it is expected that all AmeriCorps members prioritize their MPF service.

## **Benefits**

### **What will I be paid?**

As an AmeriCorps member you receive a bi-weekly living stipend with access to health insurance, member assistance program (MAP), monthly travel/work allowance and more. Read more on our benefits and resources page.

**Can my student loans be put in forbearance while I am serving with MPF?**

Yes, in most cases. For specific information, please see the [support with student loans page](#).

**Will I receive vacation, holidays and sick days?**

Yes, you will be granted 7 vacation days, 9 paid holidays (except Martin Luther King, Jr. Day), and 5 sick days, and you will not serve on your birthday.

**Does MPF provide housing?**

MPF does not provide housing for its AmeriCorps members. However, when you are admitted, one of the first things you will do is join an online community, which is typically a Basecamp group. Here you will have the opportunity to connect with your fellow incoming AmeriCorps members and start a dialogue to find housing together.

**What colleges and universities augment or match the Segal Education Award?**

For a list of colleges and universities that augment or match the education award, visit the [AmeriCorps website](#).