



Sociedad Latina 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 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.*

Service Description

Roxbury-Sociedad Latina seeks a Massachusetts Promise Fellow to fill the role of College and Career Access Coordinator within our Academy for Latinos Achieving Success (ALAS). ALAS provides college access and success support to English Language Learner (ELL) high school students in the Boston Public Schools. ALAS provides services during the school day – through elective classes led by Sociedad Latina at our partner high schools – and during out-of-school time – through evening, weekend, and summer activities based at our Mission Hill headquarters. The Fellow will focus specifically to enhance and expand our out-of-school time ALAS components, with a focus on engaging and providing targeted supports to ELL students, DACA recipients (Deferred Action for Childhood Arrivals), and undocumented youth.

Essential Responsibilities

- Recruit and retain volunteers and mentors to implement academic case management for at Sociedad Latina
- Document college access curriculum for youth, including the scholarship research and application process, financial aid meetings for community youth and their parents, the college research and application process and alternatives to college
- Implement project based 21st Century Skill building activities during out-of-school time
- Support students to stay on track to graduate and pursue post-high school plans through SAT/ACCUPLACER -prep and other academic support activities
- Plan, support and implement quarterly college and career visits for youth participants and the larger community
- Conduct registration and on-going recruitment of youth participants, specifically targeting DACA recipients and undocumented youth
- Complete program paperwork, data collection, grant reporting, and evaluation
- Coordinate quarterly meetings and communication with parents of youth participants
- Prepare and support high school seniors and out of school youth with college and/or job application process
- 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, 11 month commitment

Qualifications

- Minimum one-year experience as a teacher, guidance counselor, or in youth development/education.
- Understanding of educational tests, measurements and statistics.

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- Understanding of the culture of after school/out of school time programs.
- Program design and implementation.
- Proven experience in partnership-building, including experience as program coordinator.
- Demonstrated ability to establish rapport with youth.
- Demonstrated ability to manage student behavior.
- Excellent interpersonal and communication skills.
- Strong administrative skills & competencies
- Computer skills (Word, Database, Publisher, Excel, Email & Internet).
- Ability to work independently and as part of a team.
- Proven ability to anticipate, identify, and analyze problems and opportunities and establish priorities with youth.
- Proven ability to maintain the flexibility necessary to adapt, respond, and meet the needs of a resource-limited organization.
- Interpersonal and cultural sensitivity.
- Bilingual (English/Spanish).
- Excellent organizational skills
- 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

This is a full-time (40 hours per week) position. A typical schedule will be 12pm-8pm weekdays, with flexibility to shift hours to accommodate weekend activities and events.

Supervisor Name:

Yesenia Aguilar

College & Career Pathways Manager

Supervisor Email:

yaguilar@sociedadlatina.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 \$6,095 educational award ♦ Monthly travel allowance ♦ Career coaching and support ♦ Healthcare benefits

Contact Information

Apply ASAP! Applicants are hired on a rolling basis.

Visit masspromisefellowapplication2019 to complete a general application **and upload your letter of interest, resume and contact info for two references ASAP and before June 1st, 2019.**

More Info

Interviews will take place during April and May, 2019 and reasonable accommodations will be made available for interviews upon request.

Selection decisions will be made on or before July 1st, 2019. **All position offers will be provisional until 2019-2020 federal funding has been confirmed.**

Program start date is August 5th, 2019

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More information about Sociedad Latina and the youth program can be found at www.sociedadlatina.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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