



## St. Stephen's Youth Programs 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 **COLLEGE AND CAREER SUPPORT COORDINATOR** will create and carry out program activities to support teens, especially seniors, with their post-high school planning. This will include the college application process, activities to imagine their future career, and hands-on experiences to build the skills to make these plans a reality. The CCSC Fellow will lead SSYP's Senior Initiative, acting as a case manager who will aid seniors to develop the academic, professional, and organizational skills they will need to build full and successful lives. The heart of this project will be the academic and professional development for a specific group of 30 seniors. The CCSC Fellow will also support college and career focused programming for 40 middle schoolers and 20+ younger high school students.

### Essential Responsibilities

- Develop and lead all aspects of SSYP's Senior Initiative, supporting approximately 30 high school seniors as they each develop a specific, post-high school plan that is realistic, appropriate, and fiscally responsible.
- Mentor seniors to develop a personalized plan through group time, small cohorts, and individual coaching.
- Increase the leadership skills of seniors through group training, development of hard skills (such as public speaking and preparation for interviews), with the interpersonal skills needed for success.
- Create imagination-building opportunities for seniors through group field trips to professional settings, such as traveling to a hospital to learn about medical careers, and practice understanding aptitudes (as COVID allows).
- Direct supervision of seniors in the Senior Initiative during our school-year program hours.
- Relationship building and program planning with key groups and individuals who can support Seniors' success, including outside experts from college admissions offices and groups such as uAspire to conduct trainings; key people who can speak on career panels about particular fields; college staff who can plan campus visits and college experiences (such as sporting events, again as COVID allows); high school teachers and guidance counselors to improve academic success.
- Evaluate and measure the success of the Senior Initiative by using nationally-recognized tools to demonstrate how our cohort of seniors compares to BPS benchmarks for graduation, school attendance, college acceptance rate, etc.
- 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; Strong critical thinking and problem solving skills
- Experience working with and love of youth, especially urban youth
- Ability to manage multiple projects simultaneously, prioritize tasks, and maintain progress on goals
- Flexibility, resilience, sense of humor, and “can-do” attitude essential
- Ability to work independently and take initiative
- Excellent organizational and communication skills
- Deep belief in the power and potential of young people to create social change
- Experience working with youth
- 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

M-TH 10:00 am – 7:30 pm and F 10:00 am – 6:00 pm; Occasional weekend or earlier morning responsibilities

**Service Location:** 419 Shawmut Ave, Boston 02118

**Supervisor Name:** Jasmine Bruner

**Supervisor Email:** [jasmine@ssypboston.org](mailto:jasmine@ssypboston.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 St. Stephen’s Youth Programs and the youth program can be found at [www.ssypboston.org](http://www.ssypboston.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.