



St. Stephen's Youth Programs 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:

The College and Career Support Massachusetts Promise Fellow will create and carry out program activities to support teens, especially seniors, with their post-high school planning. This will include reviewing the college application process, facilitating activities to imagine their future careers, and designing hands-on experiences to build the skills to make those plans a reality. The CCSC Fellow will lead SSYP's Senior Initiative, acting as a case manager who will aid 40 seniors in developing the academic, professional, and organizational skills they will need to build full and successful lives.

Essential Responsibilities:

- Develop and lead all aspects of SSYP's Senior Initiative, supporting approximately 40 high school seniors as they each develop an individualized post-high school plan that is realistic, appropriate, and fiscally responsible.
- Increase the leadership skills of seniors through group trainings to develop hard skills (such as public speaking and preparation for interviews) as well as the interpersonal skills needed for success.
- Create imagination-building opportunities and visioning activities for seniors through group field trips to professional settings for exposure to a variety of careers
- Direct supervision and mentorship of seniors in the Senior Initiative during our school-year program hours through individual, small cohort, and large group coaching
- Relationship building and program planning with key groups and individuals who can support Seniors' success, including outside experts from college admissions offices to conduct trainings; career panels from particular fields; college staff who can plan campus visits and college experiences (such as sporting events); 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 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:

- 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
- Spanish language skills helpful
- 21 years of age or older
- High school diploma or GED equivalent
- 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:

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

Fellow Service Location:

- St. Stephen's Youth Programs: 419 Shawmut Street, Boston, MA 02118

Supervisor Name: Jeremy Kazanjian-Amory

Supervisor Email: jeremy@ssypboston.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 \$6,195 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 June 1st, 2020**

More Info:

- Selection decisions will be made on or before July 1st, 2020. **All position offers will be provisional until 2020-2021 federal funding has been confirmed.**
- Program start date is August 4th, 2020
- More information about St. Stephen's Youth Programs can be found at <http://www.ssypboston.org/>
- Visit 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.