



## St. Stephen's Youth Programs, Academic Specialist 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:

The MPF Middle School Academic Specialist Fellow will serve as a lead counselor for our middle school program, focusing on the 7th and 8th grade students. The Fellow will provide 7th and 8th grade students with three trimesters of engaging programming exploring leadership development, community service, and setting academic goals. The Fellow will meet with the teachers and parents to ensure everyone is working in partnership. Planning enrichment programming and field trips that focus on health and wellness will also be completed. This position is an opportunity to bring experience, skills and passions to design programming for 7th and 8th grade students.

### Essential Responsibilities:

- Lead a group of 15-20 7th and 8th grade students through daily programming
- Oversee weekly academic programming for the middle school students
- Lead health and wellness enrichment activities weekly
- Meet with teachers and parents to ensure student academic success
- Oversee a weekly mentoring program with the middle schoolers
- Support the planning of weekly field trips for the middle school students
- 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 MA

### Qualifications:

- High School Diploma or equivalent certification.
- Spanish, Mandarin, Cape Verdean Creole, and/or Haitian Creole language skills helpful.
- Experience in leading urban youth programming required
- Administrative experience preferred
- Previous experience with the B-SAFE or B-READY program strongly preferred
- Teaching experience / familiarity with the Boston Public Schools helpful
- Ability to work and thrive in a fast-paced, active environment with a consistently positive, can-do attitude
- 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 National Sex Offender Public Website, a name-based search of the statewide criminal

### Massachusetts Promise Fellowship

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masspromisefellows@northeastern.edu ♦ www.masspromisefellows.org

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 contingent on the results of this screening.*

**Fellow Schedule:**

- Monday-Friday 11:00-7:00 PM and some weekends

**Fellow Service Location:**

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

**Supervisor Name:** Latasha Scott

**Supervisor Email:** latasha@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](http://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 St. Stephen's Youth Programs can be found at <http://www.ssypboston.org/>
- Visit [www.masspromisefellows.org](http://www.masspromisefellows.org) for detailed program information

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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.