



## The Welcome Project 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 Welcome Project (TWP) builds the collective power of immigrants to participate in and shape community decisions through programming for youth and adults that develops leadership skills, builds civic engagement, and strengthens immigrant voices across the city. The Massachusetts Promise Fellow will support and expand our College and Career Readiness Program. The Fellow will work with 20-25 high school students to provide 1:1 post-secondary guidance and lead workshops focused on college planning and career exploration for students and their parents. The Fellow, with support of our staff members, will develop a cohort program to recruit youths for our program, as well as providing drop-in office hours for youths outside of the cohort.

### Essential Responsibilities

- Develop a senior cohort program to recruit and retain high school seniors
- Engage in one-on-one and group college and career advising
- Hold weekly meetings with youth in the cohort program around college and career planning
- Host monthly community workshops open to anyone, focused on college and career planning for high school students
- Lead monthly workshops with immigrant parents
- Develop lesson plans and materials based on existing curriculum plan and roadmap
- Update and revise current list of Undocu-friendly colleges, programs, and scholarships
- 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

- Bicultural/bilingual experience, language fluency in Spanish, Portuguese, or Haitian Creole preferred.
- Experience working with first generation, BIPOC, immigrant or low income students
- Experience working with English Language Learners
- Proficiency with Microsoft, Zoom and Google Suite
- 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

- Monday-Friday, 10am-6pm
- Some weekend or weeknight flexibility to host community workshops or attend organizational events

Site Location: 530 Mystic Ave, Somerville, MA 02145

Supervisor Name: Winki Chan

Supervisor Email: [winki@welcomeproject.org](mailto:winki@welcomeproject.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 The Welcome Project and the youth program can be found at <https://www.welcomeproject.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.



**Massachusetts Promise Fellowship**  
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[www.masspromisefellows.org](http://www.masspromisefellows.org)

