



## Youth Enrichment Services-College Prep Coordinator 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 Mass Promise Fellow at YES will sustain and expand YES's College Preparation Program. The Fellow will serve 10th-12th grade students with college and career workshops, college tours, and one-on-one advising. The Fellow will cover topics including study skills, academic and extracurricular planning, the college application process, financial aid planning, and transitioning from high school to college. The role encompasses direct service, capacity building, and curriculum development.

### Essential Responsibilities:

- Evaluate, update and facilitate college prep curriculum
- Attend offsite youth training experiences including snow sports training
- Accompany college prep program participants on various outdoor activities
- Engage YES alumni currently attending college by coordinating school visits
- Provide one-on-one advising to high school juniors and seniors
- Maintain program records, including attendance, scheduling, and demographics
- Work with the YES Academy and Scholarship committee to ensure all seniors are applying for the Richard Williams Memorial Scholarship
- Plan college tours both locally and throughout New England
- 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 and retreats throughout the Commonwealth

### Qualifications:

- Excellent organizational and communication skills
- Experience working with youth
- Strong critical thinking and problem-solving skills
- Willingness to participate in YES offered outdoor activities
- Flexibility and adaptability to a fast paced and changing environment
- Comfortable working with Microsoft applications including Outlook and Excel
- Valid driver's license
- BS/BA preferred
- Experience providing college preparatory assistance OR receiving college preparatory assistance OR past participation in a college prep program is preferred
- 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

### Massachusetts Promise Fellowship

Northeastern University ♦ 360 Huntington Avenue, 232 YMC ♦ Boston, MA 02115  
masspromisefellows@northeastern.edu ♦ www.masspromisefellows.org

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:

- Between August and mid-September, and from May through June, 8:30 am to 4:30 pm Monday through Friday.
- The schedule will change October through April to include evenings until 7pm
- Upon beginning of service, the Fellow will receive a schedule that will include overnights and weekend dates for college tours and trainings.

### Fellow Service Locations:

- 412 Massachusetts Ave. Boston, MA 02118-3505

**Supervisor Name:** Yuliya Lantsman

**Supervisor Email:** [leadership@yeskids.org](mailto:leadership@yeskids.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 Youth Enrichment Services can be found at <https://yeskids.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.