



ZUMIX

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:

A Pathways Coordinator will help ZUMIX build upon the program's current foundation. The Fellow will work on a team with the Pathways Manager to meet the ever-changing needs of the teens in our programs. They will provide college and career counseling to youth through both one-on-one mentorship and in small group conversations. Fellows will also support the ZUMIX Teen Council as well as co-design and implement work-readiness trainings for our youth employees. They will build relationships with local schools and other academic institutions to create a network of support and engagement that ensures academic success for our young people.

Essential Responsibilities:

- 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
- Provide training focused on the high school and college application process including application advising, essay support, and financial aid advice
- Recruit guest speakers to educate young people about job opportunities
- Meet with youth in groups and individually to discuss their post-ZUMIX education and career plans
- Implement skill-based training to make youth marketable in the workforce including workshops on resume building, interviewing, networking, and other professional development opportunities
- Build, strengthen, and maintain relationships with local schools to provide a strong network of support for our participants
- Co-advise the ZUMIX Teen Council, which meets once a week

Qualifications:

- Strong critical thinking and problem-solving skills
- Ability to prioritize tasks simultaneously and maintain progress on short and long-term goals
- Experience working with urban youth
- Excellent organizational and communication skills
- The ability to work independently and as part of a team
- An interest in and commitment to national and community service
- Proficiency in Spanish and/or Portuguese strongly preferred
- Availability to work evenings and occasional weekends
- 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:

- Monday – Friday, 12 – 8pm.

Fellow Service Location:

- 260 SUMNER ST. EAST BOSTON, MA 02128

Supervisor Name: Jenny Shulman **Supervisor Email:** jshulman@zumix.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 ZUMIX and the youth program can be found at <https://www.zumix.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.