The mission of the Commonwealth Corps service internship program is to engage Massachusetts residents of all ages and backgrounds in direct service to strengthen communities, address critical community needs, and increase volunteerism. By taking on a year of service, you can positively impact your community while gaining skills and experience.

The Massachusetts Service Alliance (MSA) is a private, nonprofit agency that oversees the program and supports host site partners and members to find success throughout the program year. The two Commonwealth Corps members with More Than Words will serve 10.5 months in a full-time capacity. What they have in common is a desire to put their talents and ideas to use in the service of their communities and the Commonwealth.

More Than Words (MTW) is a nonprofit social enterprise that empowers youth, ages 16-24, who are in the foster care system, court involved, homeless, or out of school to take charge of their lives by taking charge of a business. MTW seeks 1 full-time Commonwealth Corps member to partner with MTW staff to support current youth participants and program graduates to measurable, positive long-term employment outcomes. The member will serve mainly in our Waltham site with occasional days spent at our Boston location. The Education & Partnership Coordinator will be a high-energy, organized leader who will: 1) coach youth on their job search and creation of resumes and cover letters; 2) evaluate and refine Career Services programming and resources; and 3) build and formalize partnerships with key employment partners.

Responsibilities:

Essential

- Complete a minimum of 1,500 hours of service from August 17, 2020 through June 26, 2021.
- Attend all required Commonwealth Corps trainings and service events held by MSA (minimum of 6 total, post orientation) and MTW, including a new member orientation on August 17 & 18, 2020.
- Participate in a minimum of 1 hour of MSA-approved professional development related activities each week (in person or virtually).

Direct Service Responsibilities

- Coach youth and graduates as they search for jobs and prepare resumes and cover letters, and coach volunteers to also support youth in these tasks.
- Engage volunteers to conduct mock interviews, organize speed mock interviewing volunteer groups.
- Implement new curriculum by piloting career advancement workshops with senior youth in the program as they prepare for graduation.

Capacity Building Though Evaluation

- Learn about new programming implemented last year at More Than Words to help graduates advance in their career goals, and collaborate with evaluation staff to develop measures and tools to understand and evaluate its effectiveness.
- Implement evaluation practices.
- Analyze data to assess impact of new programming.
  - Develop recommendations for potential program improvements based on analysis.

Capacity Building through Institutionalization of Program Improvements

- Develop systems for maintenance and repair of automated resume and cover letter modules – central components of Career Services programming – developed by current members and automate additional modules, as appropriate.
- Review all Career Services program materials (trainings, modules, workshops, etc.) with an equity and inclusion lens.
• Update modules based on equity and inclusion analysis, and document process.

• **Capacity Building through Partnership Development**
  - Identify key employment partners within MTW’s existing network to establish structured relationships focused on creating informal pipelines to entry level positions for youth
  - Access employment partner training materials and develop internal trainings to support targeted professional growth for young people interested in applying for jobs with key partners.

**Marginal**

• **Direct Service Responsibilities**
  - Lead youth on site visits with education and employer partners.
  - Lead curriculum sessions and training workshops during Team Meeting and Youth Development shifts
  - Support MTW operations, business development, development, and new business shifts

**Qualifications:**

**Required**

• Massachusetts residency (must be able to provide proof of current MA address) and legal authorization to work in the United States

• 18 years of age or older

• Experience with or interest in volunteerism and community engagement

• Ability to balance service commitment with other family/work/school/community commitments in a sustainable way

• Strong organizational skills

• Strong editing and communication skills and ability to provide coaching

• Ability to spend large portions of the day speaking on the phone or typing at a computer

• Comfortable serving in a busy environment that includes donated books and merchandise that is sometimes dusty

• Experience using Microsoft Office

**Preferred**

• Prior experience working or volunteering with teens, particularly those in foster care and/or facing compounding risk factors.

• Interest in and/or experience with program evaluation

• Experience using Google Suite

**Member Benefits:**

• **Stipend** of $800 semi-monthly while in service, up to $16,800 minus taxes and withholdings;

• **Health insurance** (no monthly contribution required; individual coverage only);

• **Completion award** of up to $3,000 upon successful completion of service, minus taxes and withholdings;

• **Reimbursement for outside training** or professional development opportunities relevant to member’s service and/or goals (Up to $100; Dependent on approval from MSA)

• **Additional training and other professional development** opportunities, including up to $1,000 in professional development expenses during the term of service provided by the host site.

• **Limited reimbursement for travel** to Corps-wide MSA-sponsored activities;

• Limited travel reimbursement from their host site for certain service-related travel away from their usual service location, according to that agency's policies;

• The opportunity for at least 10 days of planned absences (may include holidays); and

• Opportunity to join with others with a common sense of purpose as part of the Commonwealth Corps.
Please note that receipt of these stipends/benefits may impact an individual's eligibility for certain public benefits.

**Term of Service:**
- Position Start Date: August 17, 2020
- Position End Date: June 26, 2021
- Service commitment will average 38-40 hours per week during the following days/times: Monday-Friday, 11 a.m. – 7 p.m. with approximately three earlier starts or later ends per month with advance notice and collaborative planning for availability.

**Application Instructions:**
- To apply, submit a cover letter and resume to volunteermember@mtwyouth.org, at the attention of Betsy Sylvia, Director of Administration. Applications will be accepted on rolling basis, with preference given to candidates who apply by April 29, 2020.

Accepted members will be required to undergo a criminal history check.

*More Than Words will recruit and select persons in all positions to ensure a diverse and inclusive climate without regard to race, religion, sex, sexual orientation, age, veteran status, color, political affiliation, creed, national origin, marital status, or any other status as protected by federal, state, and local laws. More Than Words welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.*