



Commonwealth Corps
Service Internship Position Description



More Than Words
Commonwealth Corps Employment & Partnership Coordinator - Boston

The mission of the Commonwealth Corps service internship is to engage Massachusetts residents of all ages and backgrounds in service to strengthen communities, address unmet community needs, and increase volunteerism.

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 one 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 post-MTW. The member will serve mainly in our Boston site with occasional days spent at our Waltham site. 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) develop new methods to coach MTW graduates to higher quality jobs, and 3) build and formalize partnerships with area employers and postsecondary education providers.

Responsibilities:

Essential

- Complete a minimum of 1,500 hours of service, serving through June 27, 2020.
- Attend all required Commonwealth Corps trainings and events held by MSA (minimum of 6 total, post orientation) and More Than Words, including a new member orientation on August 15 & 16, 2019.
- Participate in a minimum of 1 hour of MSA-related activities each week (in person or virtually).

Mentor, and engage volunteers to mentor, More Than Words youth and graduates on employment and job readiness skills:

- Coach youth and graduates as they search for jobs and prepare resumes and cover letters
- Manage volunteers who support youth during Youth Development Shifts, coach and support volunteers as they support youth to search for jobs and prepare resumes and cover letters
- Engage volunteers to conduct mock interviews for youth – prepare volunteers and debrief afterwards
- Run a weekly session to prepare youth with job interview skills and

Refine and implement new mentoring programming and methods to support youth to progress in their careers:

- Using job assessment criteria, identify MTW graduates in need of support moving to a higher quality job.
- Collaborate with Associate Director of Career Services and Education and Employment Managers to develop and pilot coaching tools and programming to support career advancement.
- Enter and closely track data related to Career Services programming into Efforts To Outcomes database
- Refine programming based on Analysis of data related to quality of jobs held by Graduates and MTW's effectiveness in supporting them to access higher quality jobs

Develop new employer partnerships for More Than Words and our youth, and efficient and effective systems to maintain partner relationships:

- Research potential employers and their wages, benefits, and pathway opportunities and provide

- recommendations to staff and youth about employment options and potential partners
- Conduct outreach to potential employer partners and engage youth and staff to host site visits and make presentations about MTW
- Develop, pilot, improve, and codify systems for effective and efficient two-way communication with partners that lead to youth outcomes and long-term partner relationships
- Train More Than Words staff on codified systems and suggestions for ongoing improvement

Qualifications:

Required

- Massachusetts residency 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

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

Member Benefits:

- **Stipend** of \$600 every other week while in service, up to \$14,400, minus taxes and withholdings;
- **Health insurance (full-time members only)**, individual coverage only);
- **Completion award** of up to \$2,500 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 \$50; 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 service internship program.

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 15, 2019
- **Position End Date:** June 27, 2020
- Service commitment will average 38-40 hours per week during the following days/times: Monday-Friday, 11 am-7 pm 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 by June 10, 2019 with encouragement to apply ASAP to volunteermember@mtwyouth.org, at the attention of Betsy Sylvia, Director of Administration.

Accepted members will be required to undergo a criminal offender and sexual offender background 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.



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