



AmeriCorps Massachusetts Promise Fellow Service Site: More Than Words

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/or 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.*

More Than Words Service Description: The Fellow will be an integral part of the More Than Words Career Services Team, which provides proactive support to young people who graduate our program as they move on to educational and employment opportunities. The Fellow will directly support a cohort of youth who are still working to complete their High School Diploma or equivalent by providing 1:1 coaching, tutoring sessions, postsecondary education exploration and application support, and more. The Fellow will also have the opportunity to engage in department capacity building projects, as is appropriate.

Essential Responsibilities:

- Engage in proactive outreach and meetings, with youth cohort to discuss current life circumstances, set and achieve goals related to education, and identify needed support from MTW staff
- Lead tutoring sessions, group homework sessions, and virtual drop-in sessions
- Provide postsecondary education coaching and support, including college exploration, college application, and FAFSA completion support
- Deliver education, soft-skills, and career readiness curriculum
- Provide employment coaching and support, including career exploration
- Lead site visits (virtual or in-person) with local postsecondary education providers, including local community colleges, universities, and training institutes
- Lead trainings and information sessions related to specific education opportunities, with personalized follow up
- 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 state

Qualifications:

- Strong organizational, 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 which are sometimes dusty

Massachusetts Promise Fellowship

Northeastern University ♦ 360 Huntington Avenue, 232 YMC ♦ Boston, MA 02115

masspromisefellows@northeastern.edu ♦ www.masspromisefellows.org

- Prior experience or familiarity (personal or professional) with education resources, including HiSet, post-secondary education application process, FAFSA completion
- Experience using Microsoft Office, experience using Google Suite preferred
- Ability to balance service commitment with other family/work/school/community commitments in a sustainable way
- Prior experience with teens, particularly those facing compounding risk factors 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 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
- Ability to adjust 11am-7pm if mutually agreed upon and needed for programming.

Fellow Service Location: More Than Words: 242 E. Berkeley Street, Boston, MA 02118

Site Contact Name: Betsy Sylvia

Site Contact Email: bsylvia@mtwyouth.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 \$18,000/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 \$6,345 educational award ♦ Travel allowance to MPF Meetings ♦ Career coaching and support ♦ Healthcare benefits

Contact Information

Apply ASAP! Applicants are hired on a rolling basis.

Visit [MPF Application 2021](#) to complete a general application **as soon as possible.**

More Info:

- Selection decisions will be made on or before July 1st, 2021. **All position offers will be provisional until 2021-2022 federal funding has been confirmed.**
- Program start date is August 16th, 2021
- More information about **More Than Words** and the youth program can be found at <https://mtwyouth.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.

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