



Fellow/AmeriCorps Member Application Process and Tips

How the Program Works

The Massachusetts Promise Fellowship (MPF) operates using a scattered site model placing Fellows (AmeriCorps Members) in cities across the state (Greater Boston, North Shore, Cape Cod, South Shore, etc.). Fellows have a strong impact on students thanks to partnerships with nonprofit organizations, schools, and city agencies. When you are accepted into the program, you are assigned to a host site where you will build relationships and deliver out-of-school time (OST) programming to a cohort of young people between the grades of 6-12.

Over the course of your service year, your goal will be to increase youth academic engagement – a key factor in dropout prevention – and/or to support the college and career aspirations of each young person.

Things to Know Before You Apply

Make sure you are eligible and ready to commit. A year of service is impactful but requires someone to be committed to service. To be eligible, you must:

- a. be at least 17 years old by July 1, 2023
- b. have earned a high school diploma or GED equivalent
- c. be able to serve full-time (40 hours per week) for 10.5 months between August 14, 2023 - July 14, 2024
- d. be a U.S. citizen or legal permanent resident. Unfortunately, individuals who have received Deferred Action for Childhood Arrivals (DACA) through the U.S. Department of Homeland Security are not eligible to serve as AmeriCorps members at this time.
- e. Agree to a background check and fingerprint

Application Process

AmeriCorps Massachusetts Promise Fellows serve with students from under-resourced communities that attend out-of-school time (OST) programs to seek academic engagement and college and career support. Given the nature of our work, the stakes are high, and this means we maintain a selective interview process where we learn about your unique experiences, achievements, and interests.

Our process ensures that we are choosing leaders who are likely to succeed in the OST space and persevere through the inevitable challenges. The process includes:

1. An [online application](#)
2. Virtual screening interview with an MPF Staff
3. Up to 3 interviews with potential host site placements
4. Reference and background checks

Our entire interview process can take between 4-6 weeks from the time an application is submitted.

How to Apply

During the application process you will be asked to select your top five host sites. We use this information to help us understand if there is more than one opportunity that may fit your skills and experience. This does not mean you will be matched with every selection you make. Only choose host sites in which your interests and skills align. As service positions are filled, they will no longer appear on the website. If you experience any technical issues with completing the application, please email y.lantsman@northeastern.edu for support.

1. On our website, navigate to the "Apply Now" page and scroll down to read the open service positions. Each opening is linked to its service description which gives you an understanding of the placement site, the role, and the responsibilities.
2. Complete the online application. It should take between 30-45 minutes. Be prepared to choose your host site placements, provide contact information for your references, upload your resume, cover letter or audio and work experience in lieu of resume and cover letter.

Seeking Accommodations

The Massachusetts Promise Fellowship provides reasonable accommodations for candidates with disabilities at every stage of the application process. Disclosing a disability or requesting a need for accommodations is a separate process from selection and will have absolutely no bearing on a candidate's application status. The Massachusetts Promise Fellowship will make every effort to meet your request, but specific requests are not guaranteed. All disclosed information will be kept confidential within the Massachusetts Promise Fellowship and only shared with prospective site placement if requested by the candidate.

If you need to request an accommodation, please contact Yuliya Lantsman, at y.lantsman@northeastern.edu

What Happens After You Submit an Application?

1. You will typically receive a notification email within one week of submitting your application about your status. If we need to collect more information about your application, we will reach out via email. Please note, when you submit your application you will not receive a confirmation email. *If it has been more than one week since you submitted your application and have not heard from us, email Yuliya Lantsman at y.lantsman@northeastern.edu to inquire about the status.*
2. First round virtual interviews are an opportunity for the Massachusetts Promise Fellowship Leadership Team to further determine whether your background and experiences are a fit for available positions. If you are selected for a first-round interview, instructions for signing up will be provided in your email.
3. Within one week of your video interview, you will receive an email from the Massachusetts Promise Fellowship Leadership Team informing you of the outcome of your interview.
4. If you are advanced, your application materials will be shared with the hiring manager(s) at the host site(s) for the role you applied to or are matched with.
5. The hiring manager(s) at the host site will follow-up within one week to schedule and conduct your second interview. This will be an opportunity for you to learn about the organization's culture, responsibilities, support structures, and to assess if the site would be a strong match. We highly recommend that these interviews are conducted in-person so that you can get a better idea for all aspects of the host site and the Fellow role before committing to service.
6. After the second round of interviews, you will rank your host site preferences and the host site will do the same for the candidates they interviewed. In addition, the Leadership Team at the

Massachusetts Promise Fellowship will review overall site alignment and render a decision within a few days. *Please note, official offers only come from the Massachusetts Promise Fellowship Leadership Team, not host sites.*

7. Remember to check your email and follow-up within the appropriate time frame.

Please note that matches are not guaranteed. In the case we are unable to match a candidate and a host site placement, we will review the candidates' preferences and credentials and consider them for the next round of interviews.

Feedback

Given the volume of applications the Massachusetts Promise Fellowship receives, we are unable to provide individual feedback about selection decisions to candidates who are not accepted at any stage of the application process. However, we will notify each candidate of their status whether they are accepted or not.

Application Tips

1. **Do your research.** Before applying, read about the [Massachusetts Promise Fellowship](#), [AmeriCorps](#), the host site(s) of interest, the region the site is located, and the cost of living.
2. **Identify and contact your references.** You will be asked to provide contact information for three professional references as part of your application. Make sure that you provide accurate contact information and let your references know that they will be contacted by MPF. Recommendation requests are automatically sent when you submit your application.
3. **Be ready for the WHY question.** Make sure your resume/work experience and cover letter/personal statement clearly tell the story of what interests you in a year of service with young people. Highlight any prior experience working with youth, or how you can apply your past experience to youth development work.
4. **Check your schedule.** To join MPF, you must be able to complete our half day welcome session (June or July 2023) and week-long Fellow Orientation starting August 14, 2023.

Interview Tips

1. You can never have too much information - do your research!
2. Know how to talk about yourself. Be prepared to discuss the skills and knowledge that sets you apart from other candidates. When you are relaxed and prepared, you are most likely to perform at your best.
3. Prepare your questions. Think about what information you need to know about MPF, AmeriCorps, and the host site in order to say "yes" to a year of service.
4. Attire. Although some interviews are conducted virtually, dress as you would for an in-person interview and have your camera on.
5. Arrive 5-10 minutes early. Arrange to test your technology early so there is minimal chances of you rushing or arriving late.

Application Rounds & Deadlines

There are specific steps to being admitted into the program and each step requires important deadlines. Applicants that are interested in joining the program can apply during one of the ten application rounds. Note that host site opening will be filled on a rolling basis, so there are fewer choices as the recruitment season goes on. We recommend applying early!

Round	Application Deadline	Virtual Screening Interview w MPF	Host Site Interviews (up to 3)	Deadline for Ranking Forms from Candidates & Host Sites
1	Jan 29, 2023	Feb 1 – 3	Feb 6 – 10	Feb 13
2	Feb 19, 2023	Feb 22 – 24	Feb 27 – Mar 3	Mar 6
3	Mar 12, 2023	Mar 15 – 17	Mar 20 – 24	Mar 27
4	Apr 5, 2023	Apr 10 – 13	Apr 17 – 21	Apr 24
5	Apr 25, 2023	Apr 27 – May 1	May 8 – 12	May 15
6	May 17, 2023	May 22 – 25	May 30 – Jun 2	Jun 5
7	Jun 7, 2023	Jun 12 – Jun 15	Jun 19 – 23	Jun 26
8	Jun 21, 2023	Jun 26 – 29	Jul 3 – 7	Jul 10
9	Jul 12, 2023	Jul 17 – 20	Jul 24 – 28	Jul 31

Fellow Onboarding & Training

Once you've accepted the offer to join the Massachusetts Promise Fellowship, your on-boarding begins with a Summer Welcome Session, followed by the Fellow Orientation Week, and sustained by monthly professional development meetings. All sessions are mandatory.

Summer Welcome Session

By this time, you should have completed required logistical items such as your background check and fingerprints. MPF does cover the financial cost of these tests but if your meeting is missed, you will be responsible for the rescheduled cost. Many Fellows also begin looking for housing during the summer.

Welcome sessions give you an inside look at your benefits, stipend, institutional knowledge, support structures and necessary information to be successful for your year of service. After this session you will be ready to join us for the Fellow Orientation Week.

Fellow Orientation Week

Fellow Orientation is an intensive week-long immersion that will provide you with the foundations, skills, and mindsets needed to be an effective youth worker. This week occurs during the first week of service in mid-August, before you start service at your host site placement. At this time, you will be joined by the entire Fellow cohort to engage in approximately 40 hours of learning and building connections with other Mass Promise Fellows.

By the end of Orientation you will be ready to begin your first day at your host site placement.

Monthly Professional Development

Your day-to-day life as a Mass Promise Fellow corps member will take place at your host site placement where you will interact with students and host site staff. In addition, the MPF leadership team will continue to supplement your learning and development by offering monthly professional development sessions for the entire Fellow cohort from September to June. Training topics will include: positive youth development, adultism, curriculum building, classism, racism, and more. Meetings are led by MPF leadership staff, alumni, and external hosts across our network.

These sessions enhance community development, grow Fellow practices that can be infused into day-to-day work, and build professional competencies.

Fall and Spring Fellow Retreats

Twice during the year Fellows and MPF staff will participate in 2-3 day (overnight) retreats to build community within the cohort, create space for Fellows to relax and recharge, as well as provide additional training relevant to Fellow service or life after AmeriCorps.