



Youth Enrichment Services | College Prep Coordinator 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 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, an effective education, and an opportunity to serve.*

Service Description

The Mass Promise Fellow College Prep Coordinator at Youth Enrichment Services (YES) will sustain and expand YES's College Preparation Program. The Fellow will serve 11th-12th grade students with college and career workshops, leadership development workshops, college tours, experiential learning projects, and one-on-one advising. The Fellow will cover topics including study skills, academic and extracurricular planning, the college application process, financial aid planning, and transitioning from high school to college. The role encompasses direct service, capacity building, and curriculum development.

Primary Location: 412 Massachusetts Avenue, Boston, MA 02118

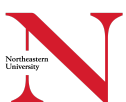
More information about Youth Enrichment Services and the youth program can be found at www.yeskids.org.

Essential Functions

- Evaluate, update and facilitate college prep curriculum and experiential learning projects
- Engage YES alumni currently attending college and YES adult volunteer network by coordinating school visits, college and career panels, and informal mentoring sessions.
- Provide one-on-one advising and college prep support to high school juniors and seniors.
- Collaborate with program staff to deliver teen leadership workshops
- Maintain program records, including a student portfolio, attendance, scheduling, and demographics.
- Work with the YES Academy and Scholarship committee to ensure all seniors are applying for YES' Richard Williams Memorial Scholarship .
- Plan college tours both locally and throughout New England.
- Complete required MPF data and evaluation requirements
- Travel at least once per month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 11 month commitment

Marginal Functions

- Attend and accompany program participants on offsite youth training experiences and activity days including snow sports training and activity days.
- Work with program and outreach staff to develop relationships with Dorchester, Mattapan, and Roxbury middle and high schools to recruit youth participants.



Massachusetts Promise Fellowship

Northeastern University ♦ 360 Huntington Avenue, 232 YMC ♦ Boston, MA 02115
masspromise.sites.northeastern.edu



Qualifications

- Passionate about social justice, youth development, and working with people from diverse backgrounds
- Valid driver's license
- Comfortable working with Microsoft applications including Outlook and Excel
- 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

- Between August and mid-October: 9am-5pm, Monday through Friday.
- Between October and June: 11am-7pm, Monday-Thursday, 9am-5pm Friday
- Upon beginning of service, the Fellow will receive a schedule that will include overnights and weekend dates for trips and trainings

Supervisor Name: Laura Neubauer

Supervisor Email: Inebauer@yeskids.org

Host Site Specific Benefits

MBTA Pass ♦ Free Ski and Snowboard equipment rentals, lift tickets, and lessons ♦ A fun work environment ♦ Professional development

Benefits

For an 11 month full-time commitment (minimum of 1,700 hours of AmeriCorps service) Fellows receive:

A taxable living allowance of up to \$23,000/year ♦ Loan forbearance and \$6,895 Segal education award that can be used on past or future educational expenses ♦ Training and professional development ♦ FREE courses at Northeastern University in the College of Professional Studies & discounted courses upon successfully completing the service year ♦ Travel reimbursement 15+ miles for Fellow monthly meetings ♦ Career coaching and support ♦ Healthcare benefits ♦ Professional development ♦ Commuter pass

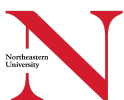
Apply ASAP! Applicants are selected on a rolling basis through July 12, 2023.

Please contact Yuliya Lantsman at y.lantsman@northeastern.edu or 617-373-5609 if you would like to request an accommodation for the application and/or interview process.

More Info

- Interviews will take place during February-July 2023.
- Selection decisions will be made on or before July 28th, 2023 to guarantee an on time program start. **All position offers will be provisional until 2023-2024 federal funding has been confirmed.**
- MPF Program dates are August 14th, 2023 - July 14th, 2024.
- Visit masspromise.sites.northeastern.edu for detailed program information

The Massachusetts Promise Fellowship is committed to providing equal opportunities. We serve and partner with diverse organizations, and are dedicated to non-discrimination. It is our policy to ensure that all individuals with whom we are in contact are treated equally without regard to age, color, disability, gender, marital status, national origin, religion, sexual orientation or expression, or veteran status. 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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