



Girls Inc. of Lynn 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, a marketable skill, and an opportunity to give back.*

Service Description

Join our team to help Girls Inc. teens develop their leadership skills and support their college and career exploration! The Career and College Program Assistant will organize a Teen Leadership Academy program for high schoolers to explore and practice leadership skills. They will assist staff with high school career and college readiness programs. The fellow will work with a mix of Girls Inc. staff, youth and volunteers, and will offer support with recruitment, program facilitation, communications and events.

Primary Location: 50 High Street, Lynn MA 01902 (in-person)

More information about Girls Inc. of Lynn and the youth program can be found at <https://girlsinclynn.org>.

Essential Functions

- Assist Career and College Readiness Coordinator with college access programs
- Support Academic and Career Program Specialist with career readiness program
- Recruit and organize Teen Leadership Academy program for teens to learn about effective leadership from volunteer coaches and practice communication, public speaking, professionalism, conflict resolution and time management skills
- Create social media and other communications content for high school programs such as program updates and reminders, events, opportunities for current members and alums
- Help with program recruitment such as outreach, conducting interviews, collecting paperwork
- Assist with Girls Inc. events such as career panels, College Shower, college visits, annual luncheon, etc
- Participate in weekly staff meetings with high school team and weekly meetings with supervisor
- Complete program evaluation requirements including monthly reports, attendance tracker and timesheets
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the state
- Make a full-time, 10.5-month commitment
- 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, 10.5 month commitment

Qualifications

- Passionate about social justice, youth development, and working with people from diverse backgrounds
- Deep belief in the power and potential of young people to create social change
- Bachelor's degree from an accredited university, preferably in a related field
- Experience with program facilitation



Massachusetts Promise Fellowship

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

www.masspromisefellows.org



- Experience working with youth, preferably high school age
- Comfortable working with adult volunteers
- Ability to work independently and take initiative
- Excellent organizational and communication skills
- Comfortable initiating phone calls and interacting regularly with families, volunteers and partners
- Strong problem-solving skills
- Ability to work flexible hours including some evenings until 7:30pm
- 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 and Friday: 10:00am– 6:00pm

Tuesday, Wednesday, Thursday: 11:30am-7:30pm

Dinner provided during late evenings!

Supervisor Name: Ariel Garfinkel

Supervisor Email: agarfinkel@girlsinclynn.org



Benefits

For a 10.5 month full-time commitment (minimum of 1,700 hours of AmeriCorps service) Fellows receive:

A taxable living allowance of up to \$20,000/year ♦ Loan forbearance and \$6,495 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

Apply ASAP! Applicants are selected on a rolling basis through July 15, 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 - June 30th, 2024.
- Visit www.masspromisefellows.org 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.

