



Sociedad Latina 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 readiness 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

Sociedad Latina is seeking a dynamic AmeriCorps Fellow who has experience working with high school-aged youth of color in urban settings to coordinate our college access youth programming. Our college access programming provides our high school Youth Leaders with academic support, including individualized sessions provided by Boston Public School teachers and tutoring to ensure on-time grade promotion and high school diploma graduation. Our college access programming also provides college and career support to high school youth transitioning into their post-secondary education or career of interest.

Primary Location: [1530 Tremont Street, Roxbury, MA 02120]

More information about Sociedad Latina and the youth program can be found at www.sociedadlatina.org.

Essential Functions

- Youth Programming: lead and support inclusive and equitable youth programming for youth from diverse backgrounds; build positive, safe environments and relationships with youth
- Data & Eval: collect data on youth activities and interaction, receive and provide feedback, engage in personal reflection
- Time & Project Management: ability to prioritize tasks, manage time and meet deadlines
- Communication & Collaboration: ability to communicate effectively and collaborate in a professional setting
- Complete 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

Marginal Functions

- Coordinate and facilitate academic support including individualized sessions and tutoring for all high school Youth Leaders, with an emphasis on engagement, on-time grade promotion, and retention of youth participants (with support from volunteers)
- Develop, adapt, and facilitate college and career readiness workshops for 11th-12th graders, in collaboration with the Workforce Development Youth Development Specialist
- Coordinate college tours for all high school Youth Leaders including both in-person and remote opportunities, and provide/or coordinate workshops on college access and financial literacy/aid.
- Build positive relationships with youth and provide regular constructive feedback opportunities for growth



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- Facilitate positive communication and build relationships between Sociedad Latina and parents/guardians of program participants, including hosting in-person and remote opportunities for involvement
- Work with the Alumni Council to develop and coordinate activities that engage graduating youth leaders into Sociedad Latina's Alumni Network in collaboration with the College Access and Success Youth Development Specialist.
- Support with recruitment of youth for youth leader programs, including on-site school recruitment and through community partners
- Support in the recruitment and supervision of program volunteers, including regular check-in meetings
- Support the onboarding of mentors for each high school senior to provide tutoring support,, guidance on writing college essays, preparing for mock interviews, and more.
- Responsible for youth-based data collection, and evaluation, including using organization-wide Apricot 360 Database
- Reports to the College and Career Pathways Manager.

Qualifications

- Passionate about social justice, youth development, and working with people from diverse backgrounds
- Willing to use the five "C's" of positive youth development (Competence, Confidence, Connection, Connection, and Caring)
- Minimum one year experience working with youth in grades 6-12 is preferred
- Ability to work independently and as part of a team
- Experience with facilitating and creating lessons plans to youth in middle and/or high school preferred
- Experience with college and career readiness (i.e. Financial Aid/FAFSA, College Application process) preferred
- Bilingual English/Spanish is 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-Thursday 11-7pm and Fridays 9-5 | Monday-Friday 9-5pm (when program is not in session)

Supervisor Name: Emily Lewis **Supervisor Email:** emily@sociedadlatina.org

Benefits

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

A taxable living allowance of up to \$27,000/year ♦ Loan forbearance and \$7,395 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 for 15+ miles for Fellow monthly meetings ♦ Career coaching and support ♦ Medical & dental benefits

Apply ASAP! Applicants are selected on a rolling basis through June 30th, 2024. Please contact Mona Miao at m.miao@northeastern.edu if you would like to request an accommodation for the application and/or interview process.

More Info

- Interviews will take place during March - July 2024.
- Selection decisions will be made on or before August 4th, 2024 to guarantee an on time program start.
- **All position offers will be provisional until 2024-2025 federal funding has been confirmed.**
- MPF Program dates are August 12th, 2024 - June 27th, 2025
- 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



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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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