



Massachusetts Promise Fellowship

826 BOSTON VOLUNTEER & IN-SCHOOL PROGRAM FELLOW

Massachusetts Promise Fellows deliver the resources that young people need to be successful in life by **mobilizing** and **organizing** community activity, **creating** and **leading** powerful initiatives, and **training** and **inspiring** citizen volunteers.

The Massachusetts Promise Fellowship achieves this by placing Fellows with 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

The opening of **826 Boston's** writing and tutoring center in October 2007 represented the dreams of local educators and community leaders to site a nationally-acclaimed model of youth writing instruction in Roxbury's Egleston Square. The Fellow at 826 Boston will manage two main components of the program. First, the Fellow will boost volunteer participation in 826 Boston's core programs by recruiting, orienting, and coordinating the work of 826 Boston's volunteers. Second, the Fellow will manage the expansion of 826 Boston's in-school program by coordinating volunteer involvement in writing and publishing projects in local elementary and middle schools.

SPECIFIC RESPONSIBILITIES

- Manage volunteer recruitment in order to grow the volunteer corps by 25%
- Work to diversify the volunteer corps through targeted outreach to college student groups and professional networks
- Develop targeted recruitment outreach tools
- Facilitate twice monthly volunteer orientations
- Schedule and manage specialized volunteer trainings
- Track volunteer hours
- Manage the expansion of in-school program to reach an additional 500 students
- Coordinate in-school projects with local elementary and middle school teachers
- Tutor students on classroom writing assignments
- Schedule, manage, and track volunteer involvement in these schools
- Coordinate the publication of select in-school projects
- Travel at least once/month to Fellowship meetings, retreats, and training
- Work Tuesday through Saturday, occasionally Monday through Friday

QUALIFICATIONS

- Teaching and tutoring experience with students ages 6 to 18

Massachusetts Promise Fellowship

Northeastern University ♦ 360 Huntington Avenue, 212 CP ♦ Boston, MA 02115

Phone: 617-373-7881 ♦ Fax: 617-373-5608

k.redepenning@neu.edu ♦ www.masspromisefellows.org

Northeastern University
College of Professional Studies



- Excellent verbal and written communication skills
- Highly organized, communicates effectively, & can multi-task with ease
- Ability to speak Spanish fluently, though this is not required
- Ability to work independently
- An interest in national and community service
- A self-starter
- Personable and outgoing
- The ability to work with diverse constituencies
- Possesses strong public speaking skills
- Flexible and a good sense of humor
- US Citizen, US National or Permanent Resident Alien

826 Boston is an Equal Opportunity Employer that is committed to creating a multicultural organization. Candidates from diverse backgrounds are encouraged to apply

BENEFITS

For a one year full-time commitment and 1700 hours of AmeriCorps service Fellows receive:

A taxable living allowance of \$269/week ♦ Comprehensive health care benefits ♦

Excellent training opportunities ♦ FREE courses at Northeastern University in the College of Professional Studies ♦

Loan forbearance and a \$5,350 educational award

CONTACT INFORMATION

Apply ASAP! Applicants are hired on a rolling basis. Send a letter of interest, resume and contact info for three references **ASAP and before June 25th, 2010** preferably electronically to:

Lindsey Plait Jones
826 Boston
3035 Washington Street
Roxbury, MA 02119

Phone: 617-442-5400

Email: [hiring@826boston.org](mailto: hiring@826boston.org) www.826boston.org

MORE INFO

- Interviews will take place in June of 2010
- Hiring decisions will be made on or before July 2nd, 2010
- Program start date is August 2010
- **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 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 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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