



## BIKES NOT BOMBS ALUMNI SERVICES 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

Lasting peace and social justice require equitable and sustainable use of resources. **Bikes Not Bombs** (BNB) provides community-based education and assists development projects with recycled bicycles, related technology and technical assistance as concrete alternatives to the militarism, over-consumption and inequality that breed war and environmental destruction. BNB is part of a worldwide movement for peace and responsible stewardship of the earth. BNB is a safe haven, a space, and a community where youth can identify their personal strengths, build positive relationships, and serve as role models for their peers. Many of BNB's program graduates seek out opportunities to stay involved and currently are able to do so in an informal way. The Fellow at BNB will serve as the Alumni Services Coordinator, and will focus on continued alumni engagement and development. The Fellow will take the lead on planning, organizing, and implementing a formalized Alumni Services Program.

### SPECIFIC RESPONSIBILITIES

- Oversee activities and events, communication, and data management of the Alumni Services Program
- Strategize and implement outreach for activities and events
- Develop and distribute alumni marketing materials
- Develop and maintain a Youth Programs Facebook page
- Create/compose an alumni letter
- Plan and implement regular alumni Saturday Morning Rides (August-September, April-August)
- Organize special events for program participants and alumni
- Develop realistic recruitment and attendance goals
- Track/record alumni event participation
- Evaluate alumni program
- Travel at least once/month for Fellowship meetings, retreats, and training

### QUALIFICATIONS

- Excellent organizational and communication skills

#### 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

- The ability to work independently and as part of a team
- An interest in national and community service
- Experience working with middle school and/or high school youth
- Knowledge of the Boston area
- Interest or experience with social media
- Good cycling skills
- Flexible Schedule (Tuesday-Saturday schedule during ride season)
- US Citizen, US National or Permanent Resident Alien

### **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 May 28<sup>th</sup>, 2010** preferably electronically to:

Diana Boro

Bikes Not Bombs

284 Amory Street

Jamaica Plain, MA 02130

Phone: 617-522-0222 x104

Fax: 617-522-0922

Email: [diana@bikesnotbombs.org](mailto:diana@bikesnotbombs.org)

[www.bikesnotbombs.org/youth](http://www.bikesnotbombs.org/youth)

### **MORE INFO**

- Interviews will take place in April and May of 2010
- Hiring decisions will be made on or before June 25<sup>th</sup>, 2010
- Program start date is August 2010
- **Visit [www.masspromisefellows.org](http://www.masspromisefellows.org) for detailed program information**

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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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**Northeastern University**  
College of Professional Studies

