



Massachusetts Promise Fellowship

826 BOSTON OUTREACH 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 spearhead the expansion of the organization's in-school program among local elementary and middle schools, coordinate the publication of a feature book project, and manage the training and scheduling of volunteers who deliver 826 Boston's programs.

SPECIFIC RESPONSIBILITIES

- Expand and coordinate the orientation and support of 826 Boston's volunteer corps
- Work to diversify the volunteer corps through targeted outreach to college student groups and professional networks
- Manage the development of an online sign up tool for volunteers to schedule their participation in 826 programs
- Establish a volunteer advisory board comprised of at least 20 active volunteers
- Expand 826 Boston's in-school programming targeting elementary and middle school students to reach over 500 students in five BPS schools
- Coordinate a student publishing project at a local public school
- Travel at least once/month to Fellowship meetings, retreats, and training
- Serve Tuesday through Saturday, occasionally Monday through Friday

QUALIFICATIONS

- Teaching and tutoring experience with students ages 6 to 18
- 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 and commitment to national and community service

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Northeastern University ♦ 360 Huntington Avenue, 212 CP ♦ Boston, MA 02115
masspromisefellows@neu.edu ♦ www.masspromisefellows.org

- 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
- Ability to see the big picture
- Strong analytical and problem solving skills
- Professional and mature
- 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 \$5,550 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 27th, 2011** 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 April and May of 2011
- Hiring decisions will be made on or before June 17th, 2011
- Program start date is August 2011
- **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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