



## ACCESS- SPRINGFIELD COMMUNITY ENGAGEMENT COORDINATOR

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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.*

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### SERVICE DESCRIPTION

**ACCESS** is committed to its mission of ensuring that every young person has the financial information and resources necessary to achieve their dream of a college education. Founded in Boston in 1985, ACCESS has grown to become the city's leading provider of financial aid advising and its largest scholarship provider. In 2009, ACCESS expanded outside of Boston for the first time when it was selected to operate the newly-created Springfield Promise Program, a financial aid advising and scholarship program for the city's youth. ACCESS seeks to expand the Community Engagement Program in Springfield, and the Fellow will take the lead in researching potential partner organizations and establishing strategic, long-term relationships. The Fellow will also lead the effort to bring new programmatic offerings to even younger students.

### SPECIFIC RESPONSIBILITIES

- Reach out to previously identified community partners to plan for upcoming year and to solidify current relationships
- Target new community stakeholders to maximize impact of the work
- Work with partner organizations to identify their specific college affordability related needs and to help create an action plan
- Deliver financial aid-related content to each organization and their constituents
- Manage growth, sustainability, and measurement of the program
- Support efforts to plan and implement community-based college awareness and affordability events
- Travel at least once/month to Fellowship meetings, retreats, and training

### QUALIFICATIONS

- Excellent organizational and communication skills
- The ability to work independently
- An interest in and commitment to national and community service
- Experience working with youth
- The desire to work with diverse constituencies

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

- Flexibility and a sense of humor
- Ability to see the big picture
- Strong analytical and problem solving skills
- Professional and mature
- BA/BS required
- Bilingual applicants are encouraged to apply
- Ability to multitask
- Ability to work well within a diverse predominately low-income community
- Flexible schedule including some nights and weekend events
- Understand the concept of Transformational Leadership
- Access to a car required
- Must be a US Resident, 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 27<sup>th</sup>, 2011** preferably electronically to:

Lorenzo Gaines

ACCESS

Email: [jobs@accessedu.org](mailto:jobs@accessedu.org)

[www.accessedu.org](http://www.accessedu.org)

#### **MORE INFO**

- Interviews will take place during April and May of 2011
- Hiring decisions will be made on or before June 17<sup>th</sup>, 2011
- Program start date is August 2011
- **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

