



Massachusetts Promise Fellowship

ACCESS- BOSTON COMMUNITY PARTNERSHIP COORDINATOR

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

ACCESS provides students and families with a full understanding of the financial aid process through our four major programs; Community Engagement, High School Advising, Last Dollar Scholarships, and Postsecondary Success. Founded in Boston in 1985, ACCESS has grown to become the city's leading provider of college affordability-related services. Through our Community Engagement Program, ACCESS partners with community organizations to enhance their college access programming and targets students not currently attending one of our partner schools. The Fellow at ACCESS will manage the organization, coordination, growth and implementation of programming for the ACCESS community partners that targets 7th-11th graders and their families. In addition, the Fellow will be a key member on our Early High School Advising Program team that deliver workshops and advising services to students in 9th, 10th, 11th grade, in nearly thirty high schools across Boston.

SPECIFIC RESPONSIBILITIES

- Sustain seven community-based partnerships
- Develop and implement up to five new partnerships
- Deliver college access information to youth and families
- Lead training sessions for the staff of community organizations
- Build and improve methods of distributing student impact data to community partners
- Create new efficiencies that will allow ACCESS to grow the program with quality, operate at a higher capacity, and serve more young people
- Travel at least once/month to Fellowship meetings, retreats, and training

QUALIFICATIONS

- Excellent organizational and communication skills
- Energetic, enthusiastic, and interested in learning within a growing, entrepreneurial organization
- The ability to work independently
- Strong presentation and public speaking skills
- 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

Northeastern University
College of Professional Studies



- Experience working with youth
- Ability to work flexible hours that will include evenings and some weekends
- The desire to work with diverse constituencies
- Comfort and experience managing multiple projects simultaneously
- Access to a car is recommended but not required
- Ability to see the big picture
- Strong analytical and problem solving skills
- Professional and mature
- Flexibility and a sense of humor
- Must be a US Resident, US National or Permanent Resident Alien
- BA/BS required

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:

Adam Reinke

ACCESS

31 St. James Avenue, Suite 520

Boston, MA 02116

Email: jobs@accessedu.org

www.accessedu.org

MORE INFO

- Interviews will take place during 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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