



Massachusetts Promise Fellowship

## GENERATION CITIZEN PROGRAM EXPANSION 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

**Generation Citizen's** mission is to expand democratic participation among youth populations that have been historically under-represented or excluded from the political process. Our mission is predicated on the importance of involving and engaging young people, and especially youth from lower-income backgrounds, in the political process as active citizens in their communities. To fulfill our mission, GC implements a standards-aligned "action-civics" curriculum during the school day. GC places trained college volunteers ("Mentors") in the classroom to help teachers facilitate the classes, creating a community of curious, active young learners sharing ideas about how to solve their society's most pressing problems. The Program Expansion Fellow will help to strengthen the programmatic capacity of Generation Citizen in the Greater Boston area. The Fellow will manage and expand programming at 3-4 college sites. This will involve serving upwards of 2,000 high school students in the Greater Boston area, directly supervising 4-6 volunteer College Coordinators from area Universities, overseeing 45-60 volunteer "mentors", serving as the principal liaison for 3-5 high schools, and improving the Generation Citizen experience through exploring ways to enhance volunteer recruitment, partnerships, and trainings.

### SPECIFIC RESPONSIBILITIES

- Manage the recruitment, selection, and training of College Coordinators
- Design systems to improve the recruitment, retention, and training of mentors
- Take responsibility for meeting mentor recruiting numbers and assessing feasibility of future growth
- Serve as a contact person for specific schools for teachers paired with mentors
- Observe classes at least 2-3 times weekly, providing feedback to mentors and teachers after each class
- Create mentor training modules to be used across college sites
- Provide feedback from classrooms to inform organizational strategic planning
- Help to create pre and post-test surveys for coordinators, mentors, and students
- Create systems to ensure a successful implementation of the evaluation protocols
- Travel at least once/month to Fellowship meetings, retreats, and training

### QUALIFICATIONS

#### Massachusetts Promise Fellowship

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

Northeastern University  
College of Professional Studies



- An interest in and commitment to national and community service
- Embodies and continues to pursue achievement of GC Core Values: Diversity, Holistic Approach, Persistence, Life Long Learning, and Excellence
- Flexible schedule (40 hours/week) which allows for occasional work events on evenings/weekends
- Ability to see the big picture and create systems simultaneously with day-to-day work
- Self-motivating and takes initiative
- Ability to work collaboratively in a small team
- Strong analytical and problem solving skills
- The desire to work and communicate with diverse constituencies
- Flexibility and a sense of humor
- Professional and mature
- Experience with volunteer management preferred
- 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:

Molly Mills  
 Generation Citizen  
 89 South Street, Suite 203  
 Boston, MA 02111

Phone: 617-933-9336

Email: [molly@generationcitizen.org](mailto:molly@generationcitizen.org)

[www.generationcitizen.org](http://www.generationcitizen.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](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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