



Massachusetts Promise Fellowship

SOCIEDAD LATINA VOLUNTEER COORDINATOR 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

Since 1968, **Sociedad Latina** has worked in partnership with Latino youth and families to end destructive cycles of poverty, health inequities, and lack of opportunity in Boston's Roxbury neighborhood. Through our services, we pioneer new and innovative solutions to the most pressing issues facing Latino youth today, supporting positive youth development from age 8-21, creating a community that supports young people, and training youth to advocate for themselves and their community. Sociedad Latina's comprehensive, intensive programming builds skills in four areas, identified by our constituents as the most in need of support: Education, Workforce Development, Civic Engagement, and Arts and Culture. The Volunteer Coordinator Fellow will launch and run Sociedad Latina's new Volunteer Network that consolidates the management of all Sociedad Latina volunteers.

SPECIFIC RESPONSIBILITIES

- Recruit students from local colleges, Sociedad Latina Alumni, and community members as volunteers
- Train volunteers on procedures and provide ongoing support throughout their service
- Launch Volunteer Network to consolidate management of volunteers among all programs
- Formalize recruiting, training, and support procedures for Volunteer Network manual
- Coordinate volunteer appreciation efforts and act as liaison to area colleges
- Increase the number of volunteers through Volunteer Network
- Utilize volunteers for fundraising and networking to connect with new organizational opportunities
- Support and evaluate volunteers and youth in middle and high school after-school programming
- Coordinate volunteer-led programming, including workshops design and facilitation, and curriculum development
- Increase volunteer numbers through outreach to businesses and corporations, and networking with professional Latino/a associations
- Host monthly volunteer meetings
- Travel at least once/month for Fellowship meetings, retreats, and training

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

QUALIFICATIONS

- Excellent organizational and communication skills
- The ability to work independently
- An interest in and commitment to national and community service
- The desire to work with diverse constituencies
- Flexibility and a sense of humor
- Willingness to take initiative
- Ability to see the big picture
- Strong analytical and problem solving skills
- Professional and mature
- Ability to form partnerships and work collaboratively
- Ability to work in a fast-paced environment
- Experience working with young people
- Flexible schedule (12PM-8PM work day)
- Passion and understanding of youth work
- Ability to multi-task
- Must be a US Resident, US National or Permanent Resident Alien
- Bilingual (Spanish) preferred

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:

Jimmy Wyman
Sociedad Latina
1530 Tremont Street
Roxbury, MA 02120

Phone: 617-442-4299

Fax: 617-442-4087

E-mail: jimmy@sociedadlatina.org

Website: www.sociedadlatina.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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