



## MASSACHUSETTS PROMISE FELLOWSHIP

# BIG SISTER ASSOCIATION OF GREATER BOSTON

## VOLUNTEER MANAGEMENT FELLOW

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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

The mission of **Big Sister Association of Greater Boston** is to help girls realize their full potential by providing them with positive mentoring relationships with women. We are the largest and oldest mentoring organization in Greater Boston that exclusively serves girls. In 2008, we served more than 3,100 girls. Our three mentoring programs include 1) Community-Based Mentoring, 2) School-Based Mentoring, and 3) Group Mentoring. The Fellow at Big Sister Association of Greater Boston will focus on volunteer recruitment and retention through 3 capacity building projects: University Partnership Development, Developing an Alumnae Association, and Increasing Diversity of Volunteers. The Fellow will manage projects directly in response to the 64% increase in Little Sister Applications in the first quarter of 2009. The Fellow will have a direct role in meeting this need.

### SPECIFIC RESPONSIBILITIES

- Coordinate and staff off-site recruitment events at colleges and universities and community organizations
- Follow up with potential Big Sisters by email and phone to enroll them into the program
- Develop formalized partnerships with Northeastern University, Simmons College, Boston University, and Berklee School of Music
- Develop updated recruitment policies and procedures for engaging and sustaining institutional partners
- Develop an Alumnae Association Board by outreaching to former Big and Little Sisters
- Support events and activities planned by the Alumnae Association
- Plan and help facilitate Diversity Council meetings (a group of 20 individuals committed to increasing the diversity of Big Sisters)
- Coordinate outreach to potential new Diversity Council members
- Provide administrative support to the events and workshops the Diversity Council plans
- Travel at least once/month for Fellowship meetings, retreats, and training

### QUALIFICATIONS

- Strong communications and public speaking skills

#### Massachusetts Promise Fellowship

Northeastern University ♦ 360 Huntington Avenue, 212 CP ♦ Boston, MA 02115

Phone: 617-373-7881 ♦ Fax: 617-373-5608

k.redepenning@neu.edu ♦ www.masspromisefellows.org

- Excellent organizational and project management skills
- Ability to prioritize and handle multiple tasks
- The ability to work independently and part of a team
- An interest in national and community service
- The desire to work with diverse constituencies
- Experience working with youth
- Proficiency using Microsoft Office Programs
- 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 \$4,725 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 June 1<sup>st</sup>, 2009** preferably electronically to:

Judy Neufeld

Big Sister Association of Greater Boston

161 Massachusetts Ave, 2<sup>nd</sup> Floor

Boston, MA 02115

Phone: 617-236-8057

Fax: 617-236-8075

Email: [jneufeld@bigsister.org](mailto:jneufeld@bigsister.org)

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

#### **MORE INFO**

- Interviews will take place in May and June of 2009
- Hiring decisions will be made on or before June 26<sup>th</sup>, 2009
- Program start date is August 2009
- 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

