



Highland Street AmeriCorps Ambassadors of Mentoring Program

Community Engagement Coordinator

About AmeriCorps:

[AmeriCorps](#) is a national community service program that gives people an opportunity to apply their skills and ideals towards helping others and meeting critical needs in the community. The [Highland Street AmeriCorps Ambassadors of Mentoring](#) is an AmeriCorps Program where members serve in mentoring programs across Massachusetts.

Organizational Description:

Mass Mentoring Partnership (MMP) is fueling the movement to expand empowering youth-adult relationships across Massachusetts. MMP serves hundreds of program partners statewide supporting thousands of youth in quality relationships. We work with mentoring programs and youth development organizations to assess programmatic needs and organizational capacity to provide customized strategies that strengthen youth, families, and communities.

Host Site Description:

Boston Partners in Education (Boston Partners) enhances the academic achievement and nurtures the personal growth of Boston's public school students by providing them with focused, individualized in-school volunteer support. Now celebrating our 50th Anniversary of serving the Boston community, we recruit, train, place, and support volunteers of all ages and backgrounds to work with BPS students in grades K-12 during the school day. In 2015-2016, our 539 volunteer academic mentors reached over 3,200 students in 63 BPS schools.

Boston Partners in Education is a valued partner to BPS due to our longstanding dedication to meeting students in their classrooms through a community-based solution. As one of the few in-school, volunteer academic mentoring programs in the city, any BPS teacher can nominate students who could benefit from working one-on-one or in a small group (2-4 students) with a mentor over the academic year. Our partnerships with administrators and teachers reach schools in every neighborhood of Boston: Jamaica Plain, Allston, Brighton Charlestown, the South End, South Boston, East Boston, the North End, Chinatown, and we have a special focus on Roxbury, Dorchester, and Mattapan.

Project Description:

Boston Partners is seeking an Ambassador of Mentoring to serve as a Community Engagement Coordinator for 2017–2018 to expand this work and build capacity for a full-time position. The Ambassador's primary goals will be to build on efforts last year and 1) Expand targeted recruitment and support in identified growth school and neighborhoods, including Roxbury, Mattapan and Dorchester; 2) Continue building relationships and partnerships with community based organizations in identified growth school neighborhoods, focusing on recruiting their staff, constituents and participating families; 3) Build mutual partnerships with My Brother's Keeper Boston initiative and BPS to strengthen recruitment of diverse volunteers to serve in BPS classrooms; and 4) Implement engagement strategy for volunteers.



Our AOM this past year has worked to focus the recruitment efforts and engagement of our academic mentors in Roxbury, Dorchester and Mattapan. The goal was to increase outreach in these communities and the diversity of our volunteers, with the ultimate focus on supporting more students in these neighborhood schools. While this work is not complete, we are looking to continue and expand our work based on our new management model. Our Ambassador of Mentoring Community Outreach and Engagement Coordinator will:

- Work with our Partnership Management and Marketing Teams to target and support recruitment and engagement activities for Performance Partner Schools, identified growth schools and their neighborhoods.
- Build upon ongoing work, as well as develop new relationships with community-based organizations to increase awareness and the diversity of our volunteer base in these expanded neighborhoods and growth schools.
- Continue and refine our relationships with BPS' Superintendent's Office, Office of ELL (English Language Learners) and My Brother's Keeper toward the same end of increasing awareness, diversity and retention through engagement of more volunteers of color and volunteers overall
- Create a job description for a full-time Community Outreach and Engagement position with Boston Partners along with some starting practices and tools

Program Summary:

Twenty-Five AmeriCorps Ambassadors will complete a year of service from August 2017-June 2018. These members will be placed at one host site organization to build the capacity of youth mentoring programs and organizations in the areas of match support; marketing and mentor recruitment; mentor/mentee/parent training; and program development, evaluation and start up.

All Highland Street AmeriCorps Ambassadors of Mentoring will work on volunteer mentor recruitment efforts in their host organization as well as work with other Corps members to complete statewide community service projects that benefit the field of mentoring in Massachusetts. AmeriCorps Ambassadors will be supervised by their host organization and the Mass Mentoring Partnership AmeriCorps Program Manager.

Basic Requirements:

- Passion for working with diverse youth and families
- Strong critical thinking and problem solving skills
- Flexible schedule/Ability to work occasional evenings/weekends
- Motivation and aptitude for networking and outreach
- Committed to actively recruiting, selecting, on-boarding and managing mentors
- Ability to plan, execute and document site-based group activities and off-site field trips
- Flexibility, patience, and a good sense of humor!

Additional Skills:

- Experience/skill in effective group behavior management preferred
- Proficiency with Microsoft Word applications

AmeriCorps Service Requirements:



- You must be a U.S. citizen, national, or legal permanent resident alien of the U.S. to be an AmeriCorps member
- Complete a minimum of 1700 hours of documented service to complete host site project
- Complete all required AmeriCorps documentation and monthly reporting
- Complete at least 2 collaborative community service projects to benefit the field of mentoring
- Maintain a service portfolio and blog posts
- Commute to all corps-wide trainings and events to cultivate future non-profit leaders. (Reimbursements available for qualifying members)
 - Responsibilities include attending pre-orientation session, orientation, monthly corps meetings, a mid-year retreat and two week-long community service planning sessions – Meetings located in Greater Boston
- Effectively manage time, projects, and meet competing demands
- Complete all professional development requirements as part of member contract

General Program Qualifications

- BA/BS strongly preferred or equivalent experience
- Experience with and/or commitment to youth development
- A passion for volunteerism and community service
- The desire to work with diverse people, organizations and communities
- Strong writing and editing skills
- Some experience with marketing – material design, blogging and social media preferred
- Public speaking
- Interest in nonprofit organizations and their development
- Excellent organization and communication skills
- The ability to work independently and as part of a team
- Proven leadership and project management abilities
- Flexibility, adaptability, and a good sense of humor
- Positive attitude

Position Benefits:

- A \$5775 educational award upon completion of service
- \$1,250 pre-taxed stipend per month
- Graduate certificate in Nonprofit Leadership
- Additional transportation reimbursement for qualifying members
- 250+ hours of professional training and networking opportunities in the mentoring field and the non-profit sector
- Free health care coverage
- Childcare vouchers
- Loan deferment and interest accrual payment for qualifying loans upon completion of service



- A nation-wide Alumni network
- A built-in network of AmeriCorps members and colleagues - with the potential to make lifelong friends!

To Apply:

Please visit the Highland Street AmeriCorps Ambassadors of Mentoring webpage at www.massmentors.org/ambassadors to view our current open positions and **apply directly to the organizations that interest you from the link provided on the page.** Note that 1 application is required PER each organization if you are applying to more than one.

All applications require a resume that outlines how your skills and experience meet the qualifications of the position and a cover letter stating how you heard about this opportunity and why it interests you, either in Word / PDF format and a list of 3 references.

We are interested in recruiting AmeriCorps members who call Massachusetts home. MMP is committed to building a culturally diverse staff and strongly encourages applications from persons with a disability, males, and minority candidates. Note: Positions are contingent upon continued CNCS grant funding.

For more information or questions:

Contact, Thomas McGee, Program Manager, tmcgee@massmentors.org

*Mass Mentoring Partnership and its site partners are equal opportunity employers.
Mass Mentoring Partnership makes reasonable accommodations for individuals with disabilities for
interview as well as service term.
All positions acceptances are contingent upon a successful background check.*