



## 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 [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:

Organization Profile:

Founded in 1999, BUILD uses entrepreneurship-based, experiential learning to ignite the potential of youth in under-resourced communities and equip them for high school, college and career success. BUILD's unique program offers students a four year entrepreneurship experience designed to reinforce the Common Core, develop 21st Century Skills and motivate student engagement in school. Starting in 9th grade, BUILD students work with their peers and community mentors to develop business ideas, pitch to funders and launch real businesses. As they journey through high school, BUILD provides students with support in navigating the college application process and the opportunity to explore college and career options, while expanding their businesses or opting into community internships.

BUILD currently serves over 1,400 high school students at programs located in the San Francisco Bay Area; Washington, DC; and Boston, MA and launched operations in New York City in 2015. Over the next ten years, BUILD will strategically expand its operations to serve at least ten regions across the country, leading more students to graduate from high school prepared for future success each year.

BUILD is made up of a diverse, results driven and passionate team who believe in the potential of every student and the power of entrepreneurship-based, experiential learning to transform the education landscape. We work in a collaborative environment where perseverance, flexibility, cross-cultural understanding and an entrepreneurial spirit are encouraged and celebrated. For more information, please visit [www.build.org](http://www.build.org).

#### Position description:

BUILD relies heavily on the support of its team of dedicated mentors. These are the adults who have the most contact with and the greatest impact on our students. BUILD Boston partners with seven of Boston's Public Schools. As such, capacity building around our mentoring program is vital to the growth and success of our



operation. BUILD mentors volunteer two hours each week throughout the school year (October – June), helping our students develop and run small businesses, while providing personal support and development. Our mentor program is made up of co-mentors working together with a team of four to six students. Next year, we are planning to serve 450-500 students in our seven partner schools. Therefore, one of our project goals is to recruit/retain 170 mentors.

Our Ambassador will support the following service areas:

- Mentor Recruitment and Marketing
- Mentor Support
- Mentor Training

### **Program Summary:**

Twenty-Five AmeriCorps Ambassadors will complete a year of service from August 2019-June 2020. 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 AmeriCorps Ambassadors of Mentoring will focus on volunteer mentor recruitment efforts in their host organization as well as work with other Corps members to complete a statewide community service project that benefits 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 as a team one community service project to benefit the field of mentoring
- Maintain a service portfolio
- 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 fall and mid-year retreat and two Program Day 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 \$5920 educational award upon completion of service
- A Bi-weekly stipend
- Graduate certificate in Youth Development and Social Equity from Boston University
- 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
- 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:**



**If you are interested in applying please submit on our online portal [here](#).** More information about the program can be found on our webpage at [www.massmentors.org/ambassadors](http://www.massmentors.org/ambassadors) including our full list of current open positions. 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 Ambassador of Mentoring position and a cover letter stating how you heard about this opportunity and why you are interested in serving as an Ambassador, either in Word / PDF format and a list of 2 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](mailto: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.*