



AmeriCorps Ambassadors of Mentoring Program

Program Membership Associate

Mass Mentoring Partnership

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.

MMP provides the following services:

- We **build** capacity through site-specific TA & training to youth serving programs to explore and/or enhance programmatic capacity to develop, nurture, and sustain empowering youth-adult relationships to achieve positive outcomes for youth across the Commonwealth.
- We **assess** the needs of communities to advance empowering youth-adult relationships as a key intervention for positive youth outcomes through the development and distribution of MMP products.
- We **advocate** through policy measures and mobilizing, as well as raising awareness, to position empowering youth-adult relationships as an effective strategy to improve communities.
- We **connect** programs through nurturing a diverse network of over 300 organizations, businesses, state and local governments.

Position description:

Mass Mentoring Partnership (MMP) is seeking an AmeriCorps Ambassador of Mentoring to serve as the Program Membership Associate for 2019-2020. The Ambassador's primary responsibility will be to support the management of and communication with programs partners through the [Quality-Based Membership](#) process. MMP's Quality-Based Membership program is an initiative that supports mentoring organizations/programs to improve program quality. This person will work closely with MMP Program services team to:

- Create, update, and compile: processes, best practices, templates, toolkits, and other resources
- Monitor and track program development and progress in QuickBase (our CRM)
- Research mentoring best practices and integrate new practices in materials and technical assistance
- Communicate regularly with our network of programs (via e-mail, phone call, etc.)
- Develop an assessment to gauge program readiness for becoming partner-level
- Develop a system for continuous improvement



- Manage the administration of surveys and collection of feedback on overall experience of the Quality-Based Membership Process (QBM)
- Seek and utilize program/organization input to inform improvement of the QBM process
- Maintain clear documentation of progress, obstacles and lessons learned to incorporate into future QBM development plans

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 startup.

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.

Our ideal candidate is/has:

- Able to confidently communicate with program staff at other organizations
- Able to compile and create resources, sample materials, toolkits, etc.
- Detail-oriented and proactive
- Strong Google Drive suite skills
- Strong critical thinking and problem-solving skills
- Motivation and aptitude for networking and outreach
- Commitment to ensuring programs develop evidence-based practices in their programs
- A commitment to diversity, equity, and inclusion
- A belief in Mass Mentoring Partnership's mission to expand empowering youth-adult relationships in MA
- Flexible schedule/ability to work occasional evenings/weekends
- Flexibility, patience, and a good sense of humor!

Additional Skills:

- Experience/skill in research and evaluation preferred
- Experience with database management
- An understanding of systematic and other challenges facing young people in underserved communities in MA

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 nonprofit 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](http://www.massmentors.org/ambassadors). More information about the program can be found on our webpage at 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

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.