



Community Engagement Associate (AmeriCorps)

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.

- 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 Summary:

Mass Mentoring Partnership (MMP) is seeking an AmeriCorps Ambassador of Mentoring to serve as the Community Engagement Associate for 2019-2020. The Ambassador's primary responsibility will be to support the management of Mayor's Mentoring Movement (MMM) Initiative as well as My Brother's Keeper (MBK) related activities.

AmeriCorps Ambassadors of Mentoring 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.



Position Requirements:

Our ideal candidate is/has:

- Able to confidently communicate and network with program staff at other organizations
- Strong public speaking and presentation skills
- Able to create and analyze surveys and reports
- Detail-oriented and proactive
- Strong Google Drive suite skills
- Strong critical thinking and problem solving skills
- A commitment to diversity, equity, and inclusion
- Flexible schedule/ability to work occasional evenings/weekends
- Flexibility, patience, and a good sense of humor!

Additional Skills:

- Experience/skill in working with Boston community based organizations
- Experience with managing reporting
- An understanding of systematic and other challenges facing young people in underserved communities in Boston

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!

Responsibilities:

- Ensure consistent communication to the 19 Mayor's Mentoring Movement programs on a monthly basis
- Communicate opportunities for training and incentives to MBK community based programs and solicit feedback from them on what other services are needed
- Solicit match stories from MMM and MBK programs to be highlighted at events and on promotional materials
- Utilize QuickBase to track program/organization details and progress
- Manage the administration of surveys and collection of reports from Bostonmentors.org
- Schedule information sessions to promote MMM to City Hall departments, and follow up with any requests for additional information
- Assist in the execution of 3 events that promote MMM, as well as MBK Community programs



How to Apply:

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** 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.