



## AmeriCorps Ambassadors of Mentoring Program

### Program 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:

The purpose of the Alumnae Association Executive Board (AAEB) of Simmons University is to strengthen alumnae relationships with the institution in order to serve and advance the interests of Simmons as an undergraduate college for women. The AAEB preserves the history and celebrates the accomplishments of the University by fostering a spirit of community among alumnae, students, faculty and the administration. The AAEB is an independent non-profit entity governed by an elected executive board, and works in collaboration with the Office of Alumnae/i Engagement to carry out its mission.

#### Position description:

The Simmons Alumnae/i ALANA Mentoring (SAAM) Program is a mentoring program whose purpose is to build and foster meaningful and structured interactions between Simmons alumnae and ALANA (African American, Latinx, Asian, Native American) students. Through these connections, mentees receive support, guidance, and resources to navigate their undergraduate experience. Students elect into the program starting in their junior year, and can remain in the project through graduation.

#### Essential Duties:

- Assist in disseminating outreach materials
- Manage database of alumnae/i mentors and student mentees
- Confirm and pair mentors with mentees
- Manage correspondence for program-related matters
- Ensure high quality mentoring relationships are established. Continually assess match relationship focusing on professional development and participant satisfaction. Real and/or potential problems and barriers are identified, addressed and resolved as early as possible
- Assist with and provide training for individual participants and support for each match to ensure positive development of mentoring relationships
- Demonstrate knowledge in applying safety and risk management knowledge, policies and procedures throughout all aspects of job function



- Monitor and track mentoring relationships to ensure participation requirements are met
- Develop protocol manual for mentoring program
- Develop strategic interventions to identify and strengthen match relationships that require extra support to continue to grow
- Develop, promote and implement individual and group match activities to support ongoing involvement between undergraduate students and alumnae/i through cultural events, social activities and engagement strategies
- Conduct survey of all participants
- Conduct exit interview by phone with all parties at match closure. Assess reasons for match closure and re-match potential. When match terminates prematurely or unexpectedly, refer exit interview to supervisor for third party assessment
- To ensure quality services and measurable outcomes, maintain accurate and timely records for each match according to standards, and utilize technology to report, synthesize and analyze data

### **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
- **Demonstrate interest in fields of Diversity & Inclusion**
- **Knowledge or familiarity with mentoring programs, practices, and processes a plus**
- 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](http://www.massmentors.org/ambassadors).** 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.*