



## Highland Street AmeriCorps Ambassadors of Mentoring Program

### Girl's LIFE 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 [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:

Budget Buddies envisions a world in which all women control their financial futures. We seek to reduce the number of women and their families who live on the economic margins by improving their financial skills, behavior, and confidence. Serving low-income women, in partnership with local social service agencies, we help participants gain greater economic stability, sustained employment, increased educational opportunities, and better housing security.

#### Project Description:

Budget Buddies: Girl's LIFE (Learning Independence through Financial Education) is designed to apply our award-winning financial literacy and empowerment curriculum to a teen audience. Teaching young women core financial principals when they are on the cusp of independent financial lives is essential to the full economic empowerment for women in adulthood. We have brought together our curriculum experts with leaders in the field of teen girl engagement and mentoring to design a Budget Buddies program suited to the unique needs of young, at-risk women ages 15-20.

The AmeriCorps Ambassador of Mentoring will be our Girl's LIFE Program Coordinator as we launch a one-year program pilot. This pilot will include 2-3 Girl's LIFE programs that will run for a total of 3 months each (condensed from our standard 6-month adult program). These programs and will be spread between Merrimack Valley (Lowell & Lawrence) and the high-need communities of Boston (Roxbury & Dorchester). The Girl's LIFE Program Coordinator will: 1) recruit and train mentors; 2) support matches between mentors and teens; 3) assist with the facilitation of workshops; and 4) participate in the development, evaluation, and refinement of this pilot program.

#### Program Summary:

Twenty-Five AmeriCorps Ambassadors will complete a year of service from August 2018-June 2019. 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 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 evenings/occasional 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
- Ability and willingness to travel between Merrimack Valley (Chelmsford/Lowell/Lawrence) and Boston
- Flexibility, patience, and a good sense of humor!

#### **Additional Skills:**

- Experience/skill in facilitating group activities with teens
- Experience/skill in facilitating group activities with undergraduate students preferred
- Experience/skill in effective group behavior management preferred
- Familiarity with program and/or curriculum development
- Familiarity and interest in basic money management concepts
- 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
- Comfort with 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 of \$588 pre tax
- Graduate certificate in Youth Development 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, 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.*