



## Highland Street AmeriCorps Ambassadors of Mentoring Program

### Mass Mentoring Partnership –

### Western Mass Partnership Development Associate

#### 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:

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 **connect** programs through nurturing a diverse network of over 300 organizations, businesses, state and local governments.
- 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.

#### Project Description:

Mass Mentoring Partnership office in Western Mass is seeking a Highland Street AmeriCorps Ambassador of Mentoring to serve as a Western Mass Partnership Development Associate for 2017-2018. The Ambassador's primary responsibility will be to raise Mass Mentoring's profile in Western Mass. This position will be connecting with MMP's active partners and potential new partners to increase outreach and collaboration. Also, this person will work closely with MMP's marketing department to develop & update marketing materials to be appropriate for the region. Through a "Relationships in Action" campaign, this position will be in charge of creating small compelling success stories that will be shared through video and written storytelling. This



position will be responsible for selecting subjects for the stories, producing the stories (video and written), and distribution of the stories through various channels.

Working with MMP staff and its partners, the Western Mass Partnership Development Associate, will lead the efforts to create public awareness campaigns promoting the importance of “Relationships” in schools, youth development programs organizations, and colleges, as well as Workforce development entities. This Associate will be in charge creating and managing the process for increasing program participation in Mentor Connector. Mentor Connector is a web-based tool that supports programs to increase their capacity to recruit mentors/volunteers.

#### **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:**

- Work with MMP’s marketing staff to develop a protocol to conduct video interview
- Technology and media skills
- Work with MMP staff to develop Western Mass public campaigns
- Strong critical thinking and problem solving skills
- Flexible schedule/Ability to work occasional evenings/weekends
- Motivation and aptitude for networking and outreach
- Work with Manage of Targeted Communities and other MMP staff to develop new partnerships
- Database maintenance
- Ability to plan “Meet & Greets”
- Committed to actively recruiting, selecting, on-boarding and managing mentors
- Work with MMP staff in the implementation of year round events
- Act as primary contact with mentoring programs, youth-serving organizations and other community stakeholders as it relates to Mentor connector
- Flexibility, patience, and a good sense of humor!

#### **Additional Skills:**

- Experience with marketing



- Proficiency with Microsoft Word applications
- Experience with youth development programs

#### **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 of \$588
- 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](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.*