



## Highland Street AmeriCorps Ambassadors of Mentoring Program

### Community and Mentoring Coordinator

### Ascentria Care Alliance, Unaccompanied Refugee Minor Program

#### 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:

Ascentria employees and volunteers take pride in the impact their work has on the people they serve. It's more than just a job, it's an opportunity to support and empower people who greatly need and benefit from our services. Ascentria focuses on every child, elder, disabled person, refugee, endangered teen, or teenage mom in order to build stronger communities one person at a time. Ascentria offers many excellent opportunities for committed and skilled individuals to enhance the operations of a \$60m non-profit social services organization with programs throughout New England. The Unaccompanied Refugee Minors Program (URM) is a program of Ascentria Community Services, a subsidiary of Ascentria Care Alliance. URM is the only foster care program in New England that assists refugee and migrating youth exclusively. The program is responsible for refugee, asylee and trafficked young people under age 18, when entering the United States with no parent or guardian. URM places the minors in foster care and other appropriate settings with specially trained families and staff, and provides culturally and linguistically appropriate support. (Website: [www.ascentria.org](http://www.ascentria.org))

#### Project Description:

- Ascentria Unaccompanied Refugee Minor Program seeks a Community and Mentoring Coordinator (CMC) to continue to build and coordinate the Ascentria URM Mentoring Program, PartnerUp!, in its 4th year. The program has focused on academic mentoring in a group and individual mentoring model. Throughout the year, weekly ongoing community events and on-site tutoring opportunities will allow mentors and mentees to develop relationships. The program seeks to ultimately match 20 mentees with 10 mentors. The group mentoring model seeks to prepare URMs for the possibility of more intensive one-on-one mentoring relationships while also providing exposure to new possibilities which can be particularly important for unaccompanied refugee minors. The coordinator will recruit mentors, help develop curriculum for the groups, plan community outings and provide support to the mentors and mentees. The CMC will also develop and administer pre-group and post-group surveys which will be compiled by the CMC to determine best practices



and program replication possibilities. Additionally, the position will spend a portion of time actively partnering with local institutions including parishes, schools, city/state departments, colleges and non-profit organizations to create opportunities that will involve serving our youth in care.

#### **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 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
- Bilingual is preferred, particularly Spanish

#### **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
- Experience working with diverse populations and cultures, preferred
- 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 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, 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.*