Minds Matter Boston | AmeriCorps Ambassador of Mentoring
Program Coordinator Position

About Minds Matter Boston:
Minds Matter Boston empowers highly-motivated high school students from low-income communities to achieve academic excellence and to overcome barriers limiting opportunities for post-secondary education. Minds Matter Boston is a three-year program that provides students with weekly mentorship, tuition and board to top-tier academic summer programs, professional test prep and writing programming, and access to experts on the college application and financial aid process. Since our inception in 2003, 100% of Minds Matter Boston’s graduating seniors have been accepted to a four-year college.

Position Description:
Minds Matter Boston is looking for an AmeriCorps Ambassador of Mentoring to help build our organizational capacity for a greater number of mentoring matches. Responsibilities include:

- Managing a small group of volunteer leaders who guide mentor-mentee matches through college prep activities in weekly Saturday sessions
- Attending Saturday mentoring sessions from 11:00 am – 1:00 pm to oversee program logistics and ensure the delivery of high quality lessons
- Forging relationships with outside programs and entities to increase and diversify mentor applications
- Evaluating and expanding the organization’s match support systems, including creating a welcoming onboarding process for mentors joining off-cycle
- Enhancing mentor training to ensure mentors are aware of the hardships and challenges created by economic limitations, racial, ethnic, religious, country of origin, and LGBTQ discrimination, and being in the first-generation in family to attend college

Position Requirements:
Required:
- Passion for working with diverse youth and families
- Experience with and/or commitment to volunteerism, community service, youth development, and nonprofit development
- Flexible schedule: ability to work Saturday from 11:00 am - 1:00 pm
- Ability to plan, execute and document site-based group activities and off-site field trips
- Proven leadership and project management abilities
- Flexibility, adaptability, and ability to work independently and as part of a team

Preferred:
- BA/BS strongly preferred or equivalent experience
- Experience/skill in effective group behavior management
- Proficiency with Microsoft Word applications
- Strong writing and editing skills
- Strong critical thinking and problem solving skills
- Motivation and aptitude for networking and public speaking
- Some experience with marketing – material design, blogging and social media

**AmeriCorps Service Requirements:**
- Applicant 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 1,700 hours of documented service to complete host site project
- Complete all required AmeriCorps documentation and monthly reporting
- Complete at least 2 collaborative community service projects to benefit the field of mentoring
- Maintain a service portfolio and blog posts
- 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 mid-year retreat and two week-long community 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

**Position Benefits:**
- A $5,775 educational award upon completion of service
- A $1,250 pre-taxed stipend per month
- Graduate certificate in Nonprofit Leadership
- 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
- Childcare vouchers
- 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:**
Please visit the Highland Street AmeriCorps Ambassadors of Mentoring webpage at [www.massmentors.org/ambassadors](http://www.massmentors.org/ambassadors) to view our current open positions and apply directly to the organizations that interest you from the link provided on the page. Note that 1 application is required PER each host 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 position and a cover letter stating how you heard about this opportunity and why it interests you, either in Word or PDF format and a list of 3 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.

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.

AmeriCorps Program Summary:
Twenty-Five AmeriCorps Ambassadors will complete a year of service from August 2017-June 2018. 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 statewide community service projects that benefit the field of mentoring in Massachusetts. AmeriCorps Ambassadors will be supervised by their host organization and the Mass Mentoring Partnership AmeriCorps Program Manager.

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.

For more information or questions:
Contact, Thomas McGee, Program Manager, tmcgee@massmentors.org

Mass Mentoring Partnership and Minds Matter Boston 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.