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**Boston HERC's
Alumni Success Program Mentoring Coordinator
AmeriCorps Ambassador of Mentoring**

Mass Mentoring Partnership [AmeriCorps Ambassadors of Mentoring](#) supports mentoring because every young person in Massachusetts deserves access to quality mentoring relationships - regardless of who they are and where they live. AOMs serve youth serving organizations across the state by **strengthening mentor recruitment, matching and training, establishing community partnerships, coordinating marketing campaigns, and improving program design.**

Host Site Description: The Boston Higher Education Resource Center (HERC), and its signature Passport to College Program, equip first-generation youth of color to access and thrive in higher education, to break the cycle of poverty, and to become agents of change in their communities. Currently, seven Boston HERC Passport Coaches, and our community based program, serve +500 students at nine BPS non-exam high schools. Our newly launched Alumni Success Program serves to support our Passport Alumni while they are in college. Currently, 600+ Passport Alumni remain engaged with the Boston HERC in varying capacities. One of our services includes Alumni Mentoring, overseen by our Alumni Success Program Mentoring Coordinator, that connects first year-college students to caring volunteer mentors.

Position Description:

Reporting directly to the Director of Alumni Success, the Alumni Success Program Mentoring Coordinator is responsible for the day-to-day oversight of the mentoring program. The position's overall mission is to help develop and support positive mentor/mentee relationships, geared towards first-year students adjusting well to college. Areas of mentor-to-mentee support include general educational guidance, life skills development, and social-emotional support while adjusting to college life.

Tasks and Responsibilities:

Specifics, as needed, include:

1. Acquire new volunteer mentors, including recruitment and assisting with interviewing/hiring.
2. Assist in recruiting 1st-year college students to receive mentoring.
3. Assist in matching mentor/mentee applicants to form impactful mentoring relationships.
4. Orient new volunteer mentors and mentees to program goals and objectives.
5. Provide regular supervision to mentor/mentee matches.
6. Organize occasional site-based mentor/mentee gatherings.
7. Create recruitment advertising materials.
8. Edit forms and written documents.
9. Attend organizational trainings/weekly team meetings/program-wide events.
10. Participate in monthly corps-wide trainings and events.
11. Complete all required monthly AAOM documentation, including evaluation reports and timesheets.
12. Other tasks as assigned.



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Qualifications:

- Passion for working with diverse youth/families and youth mentoring
- Strong public speaking and presentation skills
- Strong interpersonal and general communication skills
- Detail-oriented
- Takes initiative and enjoys the opportunity to be creative
- Teamwork and collaboration
- Strong critical thinking and problem-solving skills
- Ability to work occasional evenings/weekends
- Motivation and aptitude for networking and outreach
- Experience with and/or commitment to youth development
- Must be a U.S. citizen, national, or legal permanent resident alien
- Must be willing to undergo a National Service Criminal History Check, including screenings through the National Sex Offender Public Website, a name-based search of the statewide criminal history registry and a fingerprint-based FBI check. *Eligibility to participate in the AAoM program is contingent on the results of this screening
- BA/BS strongly preferred or equivalent experience
- Current college upperclassmen in route to finish 4-year degree and graduate students encouraged to apply.
- A passion for volunteerism and community service
- Preference if the applicant is a Passport to College Alumni, a first-generation college student or college graduate, or a graduate of Boston Public Schools.
- Must be able to commute to Boston, MA office.

Position Benefits

For an eleven month, part-time commitment and 850 hours of AmeriCorps service Fellows receive:

- Annual stipend of up to \$7,550
- \$3,097 Education Award, Loan deferment and interest accrual payment for qualifying loans upon completion of service
- Graduate certificate in Youth Development and Social Equity from Boston University
- 250+ hours of professional training and networking opportunities
- Travel expense reimbursement for qualifying travel expenses
- Support in accessing SNAP benefits and heating assistance.

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 online at www.massmentors.org/ambassadors, including our full list of current open positions. **Note that 1 application is required PER organization if you are applying to more than one.**



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All applications require a resume and 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 two (2) references.

MMP is committed to building a culturally diverse staff and strongly encourages applications from people with disabilities, men*, POC, and other underrepresented candidates. Note: Positions are contingent upon continued CNCS grant funding.

**"Men" is inclusive of ALL men*

For more information or questions:

Contact, Rosie McMahan, AAoM Program Manager, at rmcmahan@massmentors.org
OR

Contact, Erin Diaz, Director of Advancement and Administration, ediaz@bostonherc.org

Mass Mentoring Partnership and its site partners are equal opportunity employers. MMP makes reasonable accommodations for individuals with disabilities for interview as well as service term. MMP is committed to fighting racism and will continue to examine its practices and organizational culture in the process. MMP actively engages with the AmeriCorps members, host sites, and community partners to create a discourse that results in action when it comes to confronting racism.