The Massachusetts Service Alliance (MSA) is a private, nonprofit agency that oversees the program and supports 17 host site partners and 43 members to find success throughout the program year. The two Commonwealth Corps members with WriteBoston will serve 10.5 months in a full-time capacity. They will join a corps of members across Massachusetts who share a common desire to put their talents and ideas to use in the service of their communities and the Commonwealth.

WriteBoston exists to guide, celebrate, and amplify the voices of youth in Massachusetts. We believe that authentic and academically sophisticated voice is a gateway for true college and career readiness. Since 2004, WriteBoston has operated Teens in Print (TiP), Boston's only citywide newspaper written by teens. TiP is published four times per year, with 60,000 copies delivered annually to Boston high schools, libraries, and community centers. The newspaper functions as an afterschool, summer, and contributing writers program, providing an authentic space for students to see the power of their writing through a rigorous journalism curriculum. TiP sits at a critical intersection of youth voice and media literacy training.

WriteBoston Commonwealth Corps members will deepen TiP's after-school journalism and college readiness programming. Learn more at www.writeboston.org and read all the student articles at www.bostontip.com.

Responsibilities:

**Essential**

- Complete a minimum of 1,500 hours of service from August 17, 2020 through June 26, 2021.
- Attend all required Commonwealth Corps trainings and service events held by MSA (minimum of 6 total, post orientation) and WriteBoston including a new member orientation on August 17 & 18, 2020.
- Participate in a minimum of 1 hour of MSA-approved professional development-related activities each week (in person or virtually).
- **Serve as a positive adult mentor** for students grades 8-12 at various Teens in Print program sites. This includes helping to motivate students, modeling a positive attitude, and being engaged, interested in and accessible to students.
- **Provide 1:1 writing and editing support** to students during weekly program sessions and in one-on-one college and scholarship essay tutorials. Become familiar with Teens in Print's journalism curriculum to provide one-on-one research, interviewing, and editing support to students as they write original news articles for publication.
- **Lead workshops in after-school or school settings:** present journalism and college readiness content to a group of 20+ students and keep them engaged.
- **Coordinate college readiness opportunities** for students, including career exploration sessions, college tours, and college workshops about topics such as scholarship writing, the college application process, etc.
- **Develop new youth programming activities** for vacation week and/or afterschool programming.
- **Communicate effectively with parents and guardians**, to better understand student interests and needs, and foster trusting relationships with families. Prepare a quarterly newsletter for families and “welcome” materials.
• Support new student recruitment by representing Teens in Print during classroom visits, recruitment fairs, and other events; updating recruitment materials; and following up with interested students.
• Recruit and coordinate volunteers to serve in roles such as tutor/writing mentor, editorial support, youth contest reader, workshop facilitator, professional speaker, and career exploration leader.
• Support alumni documentation and relations by engaging alumni through a newsletter, events, and social media.

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• Support WriteBoston staff during TiP related events, as related to service position.

Qualifications:

Required
• Massachusetts residency (must be able to provide proof of current MA address) and legal authorization to work in the United States
• 18 years of age or older
• Experience with or interest in volunteerism and community engagement
• Ability to balance service commitment with other family/work/school/community commitments in a sustainable way
• Experience working or volunteering with teens, especially under-resourced youth and youth of color
• Comfort serving with and presenting in front of diverse audiences of youth and adults
• Strong written and verbal communication skills
• Positive and can-do attitude

Preferred
• Proficiency in Spanish, French, Haitian Creole, or Cape Verdiene Creole
• Knowledge of the Boston Public Schools and Boston neighborhoods
• Experience tutoring, editing, or responding to student writing
• Comfort with public speaking

Member Benefits:
• Stipend of $800 semi-monthly while in service, up to $16,800, minus taxes and withholdings;
• Health Insurance (no monthly contribution; individual coverage only);
• Member assistance program, including unlimited, confidential, 24/7, phone counseling services and up to three free, in-person counseling sessions, plus a lot more;
• Completion award of up to $3,000 upon successful completion of service, minus taxes and withholdings;
• Reimbursement for outside training or professional development opportunities relevant to member’s service and/or goals (Up to $100; Dependent on approval from MSA)
• Monthly housing stipend of $200 (To be paid directly to landlord)
• Monthly MBTA T-Pass for Zone 1
• Additional training and other professional development opportunities;
• Limited reimbursement for travel to Corps-wide MSA-sponsored activities;
• Limited travel reimbursement from their host site for certain service-related travel away from their usual service location, according to that agency's policies;
• The opportunity for at least 10 days of planned absences (may include holidays); and
• Opportunity to join with others with a common sense of purpose as part of the Commonwealth Corps.

Please note that receipt of these benefits may impact an individual’s eligibility for certain public benefits.
Term of Service:
- **Position Start Date:** August 17, 2020
- **Position End Date:** June 26, 2021
- Service commitment will average 38-40 hours per week during the following days/times: **Mondays-Fridays from 10:00am - 6:00pm.** Hours subject to shift slightly depending upon youth programming hours; advance notice will be given if schedules need to be adjusted.

Application Instructions:
- To apply, submit a cover letter and resume by May 31, 2020. Please apply as soon as possible to Carla Gualdron, TiP Program Director, at opportunities@writeboston.org.

Accepted members will be required to undergo a criminal history check.

*WriteBoston will recruit and select persons in all positions to ensure a diverse and inclusive climate without regard to race, religion, sex, sexual orientation, age, veteran status, color, political affiliation, creed, national origin, marital status, or any other status as protected by federal, state, and local laws. WriteBoston welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.*