



Commonwealth Corps Service Position Description

United South End Settlements **Commonwealth Corps** Education and Career Coach



The mission of the Commonwealth Corps is to engage Massachusetts residents of all ages and backgrounds in service to strengthen communities, address unmet community needs, and increase volunteerism.

Commonwealth Corps members with United South End Settlements (USES) will serve 10.5 months in a full-time capacity. What they have in common is a desire to put their talents and ideas to use in the service of their communities and the Commonwealth.

The mission of United South End Settlements is to build a strong community by improving the education, health, safety and economic security of low-income individuals and families in Boston's historic South End/Lower Roxbury neighborhood and to serve as a national model of successful neighborhood engagement. USES will host 2 full-time Commonwealth Corps members who will serve our organization as Education and Career Coaches, assisting families and participants across the agency to increase their economic opportunities through advancements in education, employment and access to resources.

USES is in the process of reorienting to a coaching model, as opposed to a case management model. Through their service, the Commonwealth Corps will play a central role in piloting this model and exploring new strategies as to how we can expand this approach across the agency. In addition, they will leverage volunteers that will be engaged in providing support to families in accessing employment and educational opportunities.

Responsibilities:

Essential

- Complete a minimum of 1,500 hours of service, serving through June 24, 2018.
- Attend all required Commonwealth Corps trainings and service events held by MSA (minimum of 6 total, post orientation) and United South End Settlements, including a new member orientation on August 15 & 16, 2017 and other training as needed.
- Participate in a minimum of 1 hour of MSA-related activities each week (in person or virtually).
- Partner with participant families to set goals and to develop a concrete plan for meeting those goals; support participants and help keep them accountable as they work toward those goals.
- Assist participants in connecting to training programs, jobs, secure housing resources, and referrals for services like childcare and healthcare.
- Help participants access and enroll in public benefits, as relevant to this service position.
- Assist with recruiting and training Volunteer Advocates who will also help participants connect to public benefits and additional services.
- Manage their individual caseload, which will include scheduling appointments, making reminder calls to their clients and completing any related paperwork, as related to this service position.
- Conduct outreach and recruitment of participants for USES's programs and services, as relevant to this service role
- Manage relevant data entry in the organization's data and outcomes tracking system, Efforts to Outcomes (ETO)
- Attend meetings and trainings that address local and national poverty and workforce development issues

- Organize and/or facilitate career readiness workshops and mock interviews
- Build and strengthen partnerships with community organizations and universities
- Take part in various capacity building projects. These may include, but are not limited to, assisting with:
 - Volunteer recruitment and the volunteer experience
 - Helping USES expand its coaching model
- Support the design of critical new programs at USES, as relevant to this service role

Qualifications:

Required

- Massachusetts residency 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
- Commitment to USES's mission and core values
- Strong leadership and interpersonal skills
- Flexible, creative and willing to go beyond one's comfort zone
- Ability to take initiative to be an independent service member and team player
- Appreciation of the utility, collection and analysis of data
- Office environment requires sharing office space with other service members
- Ability to independently travel to multiple sites/locations

Preferred

- Proficiency in Spanish or Haitian Creole

Member Benefits:

- **Stipend** of \$541.66 (every other week while in service, up to \$13,000, minus taxes and withholdings);
- **Health insurance (full-time members only)**, individual coverage only);
- **Completion award** of up to \$2,500 upon successful completion of service, minus taxes and withholdings;
- **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;
- **First priority for enrollment, as available, for USES' in-house childcare** (Early Childhood Education, After School Program, Vacation Arts Program, Camp Hale; programs accept relevant EEC vouchers);
- **The opportunity for at least 10 days of planned absences** (may include holidays); and
- **The opportunity to join with others with a common sense of purpose** as part of the Commonwealth Corps.

Please note that receipt of these stipends/benefits may impact an individual's eligibility for certain public benefits.

Term of Service:

- **Position Start Date:** August 15, 2017
- **Position End Date:** June 30, 2018
 - Service commitment will average 38-40 hours per week during the following days/times: Monday-Friday, 8:30am-5pm or 9am-5:30pm, with 1-2 evenings per month until 7:30 PM and 1-2 weekends per year, scheduled with advanced notice.

Application Instructions:

- To apply, submit a cover letter and resume via email to the attention of:
Toni Preston, Director of Human Resources
United South End Settlements
humanresources@uses.org

Applications will be reviewed on a rolling deadline until July 21, 2017 but candidates are encouraged to submit applications as soon as possible.

Accepted members will be required to undergo a criminal offender and sexual offender background check.

United South End Settlements 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. United South End Settlements welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.