



## Commonwealth Corps

### Service Internship Position Description



#### English for New Bostonians Allies for Immigrants Commonwealth Corps Program Coordinator

The mission of the Commonwealth Corps service internship program is to engage Massachusetts residents of all ages, backgrounds, and identities in direct service to strengthen communities, address critical needs, and increase volunteerism. Through hands-on experience, Commonwealth Corps members gain professional skills and valuable knowledge while positively impacting diverse communities in our state.

The Massachusetts Service Alliance (MSA) is a private, nonprofit agency that oversees the program and supports host site partners and members to find success throughout the program year. The two Commonwealth Corps members with Allies for Immigrants will serve 10 months in a full-time capacity. They will join a diverse corps of members across Massachusetts who share a common desire to discover their passion and build their network in service to their communities and the Commonwealth.

English for New Bostonians (ENB) invests in the future of our region by fostering a high-quality ESOL (English for Speakers of Other Languages) system that prepares immigrants to pursue educational, economic, and civic aspirations. ENB provides program support, curriculum customization, ESOL staff training, evaluation, and quality control to run highly effective ESOL programs to meet the needs of 1,000+ jobseekers, entrepreneurs, adults seeking college, professionals, parents, and low literate learners yearly. Two Commonwealth Corps members will serve as part of ENB's Allies for Immigrants program in partnership with Boston Cares. The ENB member will serve as a Commonwealth Corps Program Outreach Coordinator, supporting the growth and development of the Allies program by recruiting, training and supporting volunteer ESOL tutors, and developing systems and tools to facilitate stronger engagement, including continued development of the Allies Peer Leadership Program to build sustainable capacity. The ENB member will collaborate closely with the member at Boston Cares to recruit, train and provide support to an active tutor base of 110 tutors serving with 11+ Boston-area programs, virtually and/or in-person. The member will also recruit, train and support volunteers engaging in one-time opportunities, such as mock job or citizenship interviews with ESOL students. The member also will collaborate with ENB staff to deepen ESOL volunteer and staff training experiences.

#### **What You'll Do:**

##### *Essential Responsibilities:*

- Complete a minimum of 1,500 hours of service, serving through June 21, 2025.
- Attend a minimum of 6 Commonwealth Corps trainings and service events held by MSA post orientation.
- Participate in a minimum of 1 hour of MSA-related activities each week. This may include filling out timesheets, completing a bi-monthly reflection or check-in, or other MSA-related tasks or activities.
- Recruit, train, and support volunteer tutors serving in ESOL programs, and one-time volunteers (e.g. mock job interviews and mock sales pitches meetings) to serve in Boston ESOL programs.
- Assist supervisor in providing intensive, 4-week ESOL teacher training (to be held Sept-Oct), including recruiting adult immigrant ESOL students from the community to participate in practice English courses.
- Support new tutor recruitment efforts bringing in and training new program tutors 2 to 3 times annually.
- Plan and lead roundtables focused on creating community for tutors to improve tutor retention
- Assist in the planning and leading of in-service trainings for tutors
- Plan, coordinate and lead the ESOL Skills Training Fair (March - April) as a space for English learners to make connections and learn more about skills training providers and programs that may help them gain career skills applicable to their preferred profession.
- Support students as a tutor at one or more program sites.
- Communicate with volunteers via phone, email, and in-person to address questions and support

engagement.

- Engage in community meetings to meet community leaders and ESOL program students, understand community priorities and develop relationships with Allies for Immigrants ESOL Tutor Corps program sites, including monthly site visits and neighborhood roundtables with Allies tutors.
- Support data entry and management into ENB's volunteer database as well as Boston Care's HandsOn Connect, a Salesforce based system for volunteer management.
- Collaborate with ENB Training and Technical Assistance Coordinator to develop and pilot new forms of ESOL volunteer and staff training, for example, by developing virtual volunteer engagement opportunities, training volunteers on new ESOL apps and recruiting students for practical training.
- Continue development of the Allies Peer Leadership Program that engages volunteers in regular communication and support between students, programs, and Allies for Immigrants staff:

*Marginal Responsibilities:*

- Serve as a full member of the ENB team – attend staff and program team meetings
- Represent ENB and Allies for Immigrants in the community
- Lead New Volunteer Orientations for ENB gatherings, promoting Allies as an opportunity
- Be a part of the greater Commonwealth Corps community, including participating in cross-site learning groups, writing a short profile for the CC newsletter, connecting with other members on our online platforms, and attending optional social/service events.

**Who You Are:**

*You must be:*

- A Massachusetts resident with legal authorization to work in the U.S.
- 18 years of age at minimum (member age range is 18 – 70+ years old)
- Excited to give back to your community and interested in developing your skills and gaining new professional experiences
- Able to balance service internship commitments with personal commitments in a sustainable way
- Familiar with Microsoft Office and Google Suite
- Able to serve as part of a small team in a fast-paced environment
- Able to take initiative and work independently on projects
- Passionate for serving in and with immigrant communities
- Able to communicate clearly with diverse groups
- Able to serve in a shared office environment

*It would also be great if you:*

- Have experience working or volunteering in diverse community settings and comfortable learning new neighborhoods and traveling/visiting programs across the Boston area.
- Have experience speaking in front of a group, serving as a mentor, teacher, or tutor
- Interested in a career in the nonprofit sector

**What You'll Get:**

- **Stipend** of \$1,250 semi-monthly (twice a month) while in service, up to \$26,250, minus taxes and withholdings
- **Health insurance** (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 \$4000 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)
- Subsidized CharlieCard Monthly Pass when regular in-office attendance is required; Valid on all MBTA ferry routes, Subway, Silver Line, Bus, and Commuter Rail Zone 1A;
- Option to opt-in to annual Blue bike membership when regular in-office attendance is required
- Participate in 6-week ESOL teacher training, to be held Sept-Oct as a means of accelerated skills acquisition for working in the ESOL field. [This training will be optional for the Member, based on interest and responsibilities.]
- **Extensive training from MSA with a diversity, equity and inclusion focus and other professional development opportunities;**

- **Limited reimbursement for travel** to Corps-wide MSA-sponsored activities;
- **Internet reimbursement** up to \$50/month while required to complete some service from home;
- Limited travel reimbursement from their host site for certain service-related travel away from their usual service location, according to that agency's policies;
- **Mental Health/Personal Day** once per month counting towards 8hrs
- Planned absences and time off at the discretion of the host site, Boston Cares. Time off does not count toward total hour completion.

*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 19, 2024
- **Position End Date:** June 21, 2025
- Service commitment 40 hours per week during with hours primarily Monday through Friday with a typical day being 9am-5pm (8 hours).
- The schedule will be arranged with the supervisor with some opportunity for flexibility.
- Potential for occasional evening and weekend commitments *at minimum* of two weeks advance notice will be provided.

**How to Apply:**

- To apply, submit a cover letter and resume to Luis Franco at [info@englishfornewbostonians.org](mailto:info@englishfornewbostonians.org). Early applications are encouraged as applications will be accepted on a rolling basis, with preference given to candidates who apply by May 31, 2024.
- This position is cross-posted with the Commonwealth Corps Service Internship at Boston Cares. Applicants are invited to apply for either or both positions.
- Accepted members will be required to undergo a criminal history check.

*English for New Bostonians 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. English for New Bostonians welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.*