



YMCA International Learning Center (YMCA ILC)

AMERICORPS NEW AMERICAN INTEGRATION PROGRAM

The **NEW AMERICAN INTEGRATION PROGRAM (NAIP)** is an AmeriCorps program administered by the MIRA Coalition, in partnership with English for New Bostonians. Up to 30 NAIP members will be placed at various community-based organizations across Massachusetts to address barriers to economic empowerment among immigrants and refugees by focusing their service on job readiness training (including ESOL instruction) and/or citizenship services (including application assistance and civics instruction). Additional add-on services include volunteer coordinator and community service support.

About the host site:

Open 1975, serving 750 adult immigrants per year, the YMCA ILC is located in downtown Boston, providing English language, literacy, technology, and employment skills training needed for people to achieve economic mobility.

Service Position Title: Student Advisor and Service Coordinator

Service Description:

Change the lives of adult immigrants by connecting them to community, academic, and employment resources; guiding them through leadership projects; and teaching language and technology classes.

Service Location: 100 Franklin Street, Lower Level, Boston, MA 02110

Service Schedule:

40 hours per week. Saturdays and some evenings required each week.

Members commit to full-time service from Sep 5, 2018 through Aug 3, 2019.

ESSENTIAL RESPONSIBILITIES:

- Advise students to help them achieve academic and/or employment goals
- Guide students through the application and enrollment process
- Substitute and teach English language classes for adult immigrants or other classes as qualified
- Oversee student-lead program-wide projects and lead special student trips and activities
- Connect students with housing and other community resources such as library cards
- Travel at least once/month for NAIP member meetings;
- Make a full-time, 11-month commitment

MARGINAL RESPONSIBILITIES:

- Assist with research projects and drafting community grant proposals, time permitting and as needed

- Help those interested complete the application process
- Answer questions about YMCA ILC programs at the front desk or at resource fairs

QUALIFICATIONS:

- Excellent and professional communication, i.e. business writing, email, phone skills, public speaking
- Strong computer skills and ability to learn quickly
- Approachable and welcoming
- Fantastic follow-through and detail oriented
- Speaker of other languages a plus!
- Organized and hard-working
- Interest in and commitment to national and community service Experience working with diverse populations
- High school diploma or GED equivalent
- 17 years of age or older
- Must be a US Citizen, US National or Legal Permanent Resident
- 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 both in Massachusetts and your state of residence upon application to our program, and a fingerprint-based FBI check

BENEFITS:

- YMCA gym membership for household
- Receive the heart-filled thanks of our adult immigrant students, whose lives you are changing
- A Living Allowance up to \$13,732
- Loan forbearance and a Segal Education Award of \$5,920 upon completion of service
- Health Coverage
- Child Care Assistance
- Expert training in Teaching ESOL (including an opportunity to acquire a TESOL Certificate), Citizenship Assistance, and Job Readiness Instruction

NAIP NOTICE OF NON-DISCRIMINATION:

NAIP does not discriminate on the basis of race, creed, color, national origin, ability, gender, secular preference, sexual orientation, marital status, age, political affiliation or religion, in accordance with the non-discrimination requirements of applicable statutes. NAIP is committed to supporting individuals with disabilities to serve as AmeriCorps members.

HOW TO APPLY:

Download the general application from the MIRA website: www.miracoalition.org/amicorps-programs

Submit your resume and application via e-mail to naip@miracoalition.org. Incomplete applications will not be considered. Applications will be accepted on a rolling basis until all positions are filled. Please note that if not selected for this position, you may still be considered for placements at other host sites.