



Job Posting

Job Title

FT NAIP AMERICORPS MEMBER - BOSTON	Date: 5/9/2019
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Department

Adult Education	Email: Jobs@bcnc.net
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Position Summary:

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.

The NAIP AmeriCorps member at BCNC will primarily be involved in delivering 1) job readiness services and 2) citizenship and ESOL instruction: they will provide pre-employment services and career counseling to a caseload of approximately 45 adult immigrants, and teach at least two cycles of citizenship and other ESOL classes weekly. Their remaining time will be spent assisting with volunteer recruitment and conducting participant outreach.

The member's schedule will generally be Monday to Friday, 9:30-6:30, with some late evenings. Members commit to full-time service from September 4, 2019 through July 31, 2020.

For the full description of the role, please visit <http://bit.ly/naip19-20bcnc>.

Submit your resume and application here: <http://bit.ly/applyNAIP>.

Responsibilities:

- Provide job readiness services, including pre-employment services and career counseling, to 45 adult immigrants
- Teach at least two cycles of citizenship and other ESOL classes weekly
- Assist with volunteer recruitment and conduct participant outreach
- Travel at least once/month for NAIP member meetings
- Make a full-time, 11-month commitment

Skills and Experience Required:

- Fluency in Mandarin Chinese, Cantonese, Spanish, French, Arabic, and/or Vietnamese is strongly preferred.
- The ideal member will be independent, self-directed, and outgoing, and will have strong communication skills and some experience working in a professional environment. They should also be comfortable working with a diverse immigrant population and demonstrate some level of cultural competency.
- Excellent organizational and communication skills
- Interest in and commitment to national and community service
- Experience working with diverse populations
- High school diploma or GED equivalent

Boston Chinatown Neighborhood Center, Inc. (BCNC)

Mailing Address: 885 Washington Street, Boston, MA 02111

Boston Site: 38 Ash Street, Boston, MA 02111

Quincy Site: 275 Hancock Street, Quincy, MA 02171

Phone: 617-635-5129 | Fax: 617-292-1887 | www.bcnc.net | info@bcnc.net | Federal ID: 23-7209691



**Boston Chinatown
Neighborhood Center**
波士頓華埠社區中心

- 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

About BCNC

Boston Chinatown Neighborhood Center (BCNC) empowers Asians and new immigrants to build healthy families, achieve greater economic success, and contribute to thriving communities by providing a broad range of innovative and family-centered programs and services to more than 8,000 children, youth, and adults every year. BCNC is an equal opportunity employer. Resumes accepted until position is filled.

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