



Commonwealth Corps Service Position Description



826 Boston In-School Writing and Publishing Program **Commonwealth Corps In-School Program Coordinator**

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 826 Boston 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.

826 Boston is a nonprofit youth writing and tutoring center located in Boston's Roxbury neighborhood whose mission is to support students ages 6 to 18 with their creative and expository writing skills, and to help teachers inspire their students to write. In its third year of partnership with Commonwealth Corps, 826 Boston seeks an In-School Program Coordinator. 826 Boston's In-School Program Coordinator will coordinate trained volunteer tutors in Boston Public School classrooms, help students draft, edit, and polish their writing assignments, and, in many cases, prepare student work for publication.

826 Boston's high-impact programs are based on the understanding that great leaps in learning can occur with one-on-one attention, and that writing skills are fundamental to future success. 826 Boston is part of a national network of youth writing centers founded by the award-winning author Dave Eggers. Voted one of the top 30 companies to work for by *Good Magazine*, the 826 network received the 2013 American Literacy Prize for its pioneering work to reduce illiteracy in the United States.

Responsibilities:

Essential

- Complete a minimum of 1,500 hours of service, serving through June 25, 2016.
- Attend all required Commonwealth Corps trainings and service events held by MSA and 826 Boston, including a new member orientation on August 13 & 14, 2015.
- Participate in a minimum of 1 hour of MSA-related activities each week (in person or virtually).
- Coordinate and schedule in-school tutoring projects in classrooms grades 2-12 with partner teachers and volunteers.
- Support 826 Boston staff to coordinate a Young Authors' Book Project in BPS partner school.
- Coordinate 826 Boston's writing workshop program by recruiting teachers and students, promoting the program, and coordinating workshops during school vacation weeks.
- Assist 826 Boston In-School Program staff with College Essay Boot Camp, an annual event offered for BPS high school students in partnership with Northeastern University.
- Build and manage new and existing relationships with teachers and administrators at BPS partner schools.

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
- Experience teaching or working in urban public schools
- Knowledge of publishing and design
- Strong organizational skills & the ability to multi-task
- Strong written and verbal communication skills
- Enthusiastic belief in the mission of 826 Boston as evidenced by a passion for writing and teaching

Preferred

- Minimum of one year of experience teaching writing to students ages 6 to 18 in an urban setting
- Experience developing writing curricula for students ages 6 to 18

Member Benefits:

- **Stipend** of \$478.26 every other week while in service, up to \$11,000, minus taxes and withholdings;
- **Health insurance** (individual coverage only);
- **Completion award** of up to \$2,000 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, plus an \$80/month travel allowance;
- 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 stipends/benefits may impact an individual's eligibility for certain public benefits.

Term of Service:

- **Position Start Date:** August 13, 2015
- **Position End Date:** June 25, 2016
- Service commitment will average 38 hours per week during the following days/times: Monday-Friday 10AM-6PM, with occasional nights and weekends
- Most team members keep regular hours between 10 AM-6 PM, although some flexibility may be available.

Application Instructions:

- To apply, submit a cover letter, resume, and professional writing sample by June 15th, 2016 to Jessica@826boston.org and write "Commonwealth Corps" in the subject line.

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

826 Boston 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. 826 Boston welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.



Commonwealth Corps Service Position Description



826 Boston In-School Writing and Publishing Program **Commonwealth Corps Writers' Room Program Coordinator**

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 826 Boston 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.

826 Boston is a nonprofit youth writing and tutoring center located in Boston's Roxbury neighborhood whose mission is to support students ages 6 to 18 with their creative and expository writing skills, and to help teachers inspire their students to write. In its third year of partnership with Commonwealth Corps, 826 Boston seeks a Writers' Room Program Coordinator. 826 Boston's Writers' Room Program Coordinator will coordinate trained volunteer tutors in 826 Boston's Writers' Room, located at the John D. O'Bryant School of Mathematics and Science. The Writers' Room Program Coordinator will also help students draft, edit, and polish their writing assignments and, in many cases, prepare student work for publication.

826 Boston's high-impact programs are based on the understanding that great leaps in learning can occur with one-on-one attention, and that writing skills are fundamental to future success. 826 Boston is part of a national network of youth writing centers founded by the award-winning author Dave Eggers. Voted one of the top 30 companies to work for by *Good Magazine*, the 826 network received the 2013 American Literacy Prize for its pioneering work to reduce illiteracy in the United States.

Responsibilities:

Essential

- Complete a minimum of 1,500 hours of service, serving through June 25, 2016.
- Attend all required Commonwealth Corps trainings and service events held by MSA and 826 Boston, including a new member orientation on August 13 & 14, 2015.
- Participate in a minimum of 1 hour of MSA-related activities each week (in person or virtually).
- Provide administrative and direct service support at the 826 Boston Writers' Room housed at the O'Bryant School in Roxbury.
- Assist 826 Boston staff with the development and publication of a Writer's Room Young Authors' Book Project.
- Coordinate 826 Boston's writing workshop program by recruiting teachers and students, promoting the program, and coordinating workshops during school vacation weeks.
- Assist 826 Boston In-School Program staff with College Essay Boot Camp, an annual event offered for BPS high school students in partnership with Northeastern University.
- Build and manage new and existing relationships with teachers and administrators at the O'Bryant School.
- Support coordination of in-school tutoring projects in other 826 Boston partner schools.

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
- Experience teaching or working in urban public schools
- Knowledge of publishing and design
- Strong organizational skills & the ability to multi-task
- Strong written and verbal communication skills
- Enthusiastic belief in the mission of 826 Boston as evidenced by a passion for writing and teaching

Preferred

- Minimum of one year of experience teaching writing to students ages 6 to 18 in an urban setting
- Experience developing writing curricula for students ages 6 to 18

Member Benefits:

- **Stipend** of \$478.26 every other week while in service, up to \$11,000, minus taxes and withholdings;
- **Health insurance** (individual coverage only);
- **Completion award** of up to \$2,000 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, plus an \$80/month travel allowance;
- 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 stipends/benefits may impact an individual's eligibility for certain public benefits.

Term of Service:

- **Position Start Date:** August 13, 2015
- **Position End Date:** June 25, 2016
- Service commitment will average 38 hours per week during the following days/times: Monday-Friday 10AM-6PM, with occasional nights and weekends
- Most team members keep regular hours between 10 AM-6 PM, although some flexibility may be available.

Application Instructions:

- To apply, submit a cover letter, resume, and professional writing sample by June 15th, 2016 to Jessica@826boston.org and write "Commonwealth Corps" in the subject line.

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

826 Boston 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. 826 Boston welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.