



## Commonwealth Corps Service Position Description

### 826 Boston Commonwealth Corps High School Writers' Room Associate

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 publishing organization that empowers traditionally underserved students ages 6-18 to find their voices, tell their stories, and gain communication skills to succeed in school and in life. In its fifth year of partnership with Commonwealth Corps, 826 Boston seeks a Writers' Room Associate to support the expansion of its highly successful Writers' Room Program, now in its second year of operation at the Jeremiah E. Burke High School in the Grove Hall neighborhood of Dorchester.

826 Boston's high-impact programs are based on the understanding that great leaps in learning can occur with individualized 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 eradicate illiteracy in the United States.

#### **Responsibilities:**

##### *Essential*

- Complete a minimum of 1,500 hours of service, serving through June 30, 2018.
- Attend all required Commonwealth Corps trainings and service events held by MSA (minimum of 6 total, post orientation) and 826 Boston including a new member orientation on August 15 & 16, 2017.
- Participate in a minimum of 1 hour of MSA-related activities each week (in person or virtually).
- Provide individualized tutoring support to students in grades 9-12 in the 826 Boston Writers' Room at the Burke High School in Dorchester.
- Support the coordination of after-school writing workshops in the Writers' Room.
- Lead an extra-curricular writing club during after-school hours, 1-2 times per week.
- Provide writing and administrative support for published collections of student writing in the Writers' Room; support event planning and facilitation of book release parties.
- Co-lead student editorial board meetings for publication projects.
- Distribute and collect surveys for the Burke Writers' Room and support data collection responsibilities.
- Coordinate the day-to-day tasks of the Writers' Room, including recruitment of teachers and students for Writers' Room programs; supporting students with writing projects; and training and assisting volunteers.
- Assist In-School Program team with College Essay Boot Camp event and activities in the fall, including event planning and student recruitment.
- Coordinate volunteer tutors in 3-4 additional public schools during the school year to pilot partnerships for new Writers' Rooms.

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- Support 826 Boston staff with attendance and event logistics (registering guests, greeting speakers, preparing students to present work) at 826 Boston's two annual fundraisers Books for Breakfast and Night of 1,000 Stories.

**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, working, or serving in urban and/or underserved communities.
- Strong organizational skills and 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 working with youth.

*Preferred*

- Minimum of one year of experience teaching or tutoring high school students in writing in an urban and/or underserved setting.
- Knowledge of publishing and design.
- Event-planning experience.

**Member Benefits:**

- **Stipend** of \$541.66 every other week while in service, up to \$13,000, minus taxes and withholdings
- **Health insurance** (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;
- Monthly travel stipend of up to \$80;
- 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 15, 2017
- **Position End Date:** June 30, 2018
- Service commitment will average 38-40 hours per week during the following days/times: Monday-Thursday, 8-4 and Friday, 9-5.
- When weekend or out of hours time is required (less than once/month and approximately 5 times throughout the service term), with advance notice, service members will adjust schedules accordingly.

**Application Instructions:**

- To apply, submit a cover letter and résumé as soon as possible and no later than June 3 to Nakia Hill, 826 Boston In-School Program Manager: [nakia@826boston.org](mailto:nakia@826boston.org). Please write “Commonwealth Corps High School Writers’ Room Associate” 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.*