

Position Title: United Way North Shore AmeriCorps Program- Outreach Coordinator

About AmeriCorps:

AmeriCorps is a national community service program that gives people an opportunity to apply their skills and ideals toward helping others and meeting critical needs in the community. The United Way North Shore AmeriCorps Program is an AmeriCorps Program where members serve in organizations throughout Lynn and Salem MA to help implement programs designed to reduce the school dropout rate among English language learners grades K-12.

About United Way:

United Way of Massachusetts Bay and Merrimack Valley is advancing the common good in our region by providing help today in ways that strengthen tomorrow. Our work ensures that children are ready to learn when they enter school, stay engaged in learning and graduate able to compete, and are nurtured by families that have the financial stability to support both their basic needs and future success. No other single organization has the scope, expertise and influence, to bring together hundreds of human services agencies, government, businesses, private foundations and dedicated volunteers around a common vision of creating maximum impact and achieving long-lasting results.

Program Summary:

The North Shore AmeriCorps Program is an innovative young program that places 25 AmeriCorps members in schools and nonprofit organizations throughout Lynn and Salem, MA, to help implement programs designed to reduce the school dropout rate among English Language Learners through strategic tutoring and mentoring programs. AmeriCorps members serve with their host sites, either in a school or a community based nonprofit that provides services to young people. Members provide structured tutoring and mentoring supports to English Language Learners, helping them succeed academically and socially in the community.

HOST SITE NAME: Children’s Law Center of Massachusetts, Inc. (CLCM)

About Host Site:

The Children’ Law Center of Massachusetts is a non-profit that protects and advances the rights of low-income, high-risk children, from newborns to 22 years, by offering free legal assistance and related services before the courts and administrative agencies of the Commonwealth in abuse & neglect, education, immigration, mental health and juvenile justice matters. A primary focus area of the Law Center over the past four years, and the subject of this United Way/AmeriCorps Project, is the representation of unaccompanied immigrant children, primarily



from Central America, in custody, education, and immigration cases. For more information about the Children's Law Center, visit www.clcm.org

DESCRIPTION of POSITION:

Children's Law Center's unique AmeriCorps position aims to engage a high-talent individual by providing them with a range of experiences in a legal, non-profit setting. The one-year program consists of on-site experience and training. The position is appropriate for someone considering a legal, counseling, or social work career. The AmeriCorps position is for a set term of one year.

The AmeriCorps member will collaborate with a CLCM staff attorney to serve a Lynn-based community of unaccompanied immigrant children, primarily from Central America's Northern Triangle-El Salvador, Guatemala, and Honduras, on issues such as defending against deportation and securing education, health care and basic sustenance services. Specific functions of the member will involve outreach, translation, research, resource gathering, collaborations with other AmeriCorps providers, and various policy-based endeavors.

AmeriCorps Service Requirements:

- Complete a minimum of 1700 hours of documented service over the course of one year, as well as the full-term of service (September 2018- July 2019)
- Attend all AmeriCorps team meetings and professional development
- Complete all required AmeriCorps documentation and reporting

Essential Position Responsibilities:

- Conduct outreach to unaccompanied immigrant youth, families and providers.
- Serve with CLCM attorneys to provide legal representation to unaccompanied immigrant youth in immigration cases, including conducting interviews, preparing applications, and locating appropriate social services for children.
- Provide translation services as needed within office and at formal hearings.
- Assist Children's Law Center legal staff with advocacy and representation around education services, health and mental health care, child welfare and related matters.
- Handle intake calls and walk-ins regarding issues affecting children. Provide information and make referrals of youth and caretakers to appropriate community service and social service agencies. Create community education materials in various substantive areas.
- Develop an expertise in the local and regional support system for unaccompanied immigrant youth: Share such knowledge and train staff of other community agencies on these issues.
- Collect and compile information, resources and data regarding short and long-term outcomes of unaccompanied immigrant youth, and prepare written reports as needed. Attend and participate in community meetings, local coalitions and trainings focused on issues that affect unaccompanied immigrant youth.
- Collaborate with community partners and other AmeriCorps members to enhance service delivery through CLCM.



Qualifications of Ideal Candidate

- BA/BS strongly preferred
- Fluency in Spanish required
- Commitment to economic and social justice
- Commitment to and experience serving an immigrant community
- Experience with and passion for serving low-income persons, children and/or teens from immigrant communities
- Warm, empathetic personality with ability to engender trust among diverse, often fearful clients
- Excellent communication and organizational skills. Ability to serve independently and as part of a team. Ability to prioritize and multi-task
- Creative thinker and problem solver
- Experience working with English Language Learner populations
- Cultural literacy and sensitivity
- Tutoring or teaching experience

Additional Qualifications:

- Experience with and/or commitment to youth development
- Interest in nonprofit organizations and their development
- Excellent organization and communication skills
- The ability to serve independently and as part of a team
- Proven leadership and project management abilities
- A passion for national and community service
- The desire to serve diverse people, organizations and communities
- Positive attitude, flexibility and adaptability
- Must be a US Citizen or Permanent US Resident

Position Benefits:

- \$650/semi-monthly taxable living allowance (\$13,732 annual allowance)
- \$5,920 Segal Education Award upon completion of service
- Paid health and dental insurance
- Uniform parts
- YMCA Membership (for the year)
- Training and networking opportunities among a core groups of Corps members and other nonprofit professionals.
- Access to the United Way network for resources after service is complete

TO APPLY OR FOR MORE INFORMATION:

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Children's Law Center of Massachusetts



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United Way of Massachusetts Bay is committed to fostering a work environment characterized by dignity and respect. Our workforce is diverse and is reflective of our community. We wish to celebrate our diversity and create an environment in which each individual's skills and talents are best utilized to help us achieve our goals. Discrimination, of any kind, is not consistent with our mission and values, and will not be tolerated. United Way is committed to the inclusion of people with disabilities as members and provides reasonable accommodations for the application process, interviews and service upon request.

