



Commonwealth Corps Service Internship Position Description

Madison Park Development Corporation
Youth Workforce Development & Leadership
Commonwealth Corps
Youth Development Capacity Builder



The mission of the Commonwealth Corps service internship program is to engage Massachusetts residents of all ages, backgrounds, and identities in direct service to strengthen communities, address critical needs, and increase volunteerism. Through hands-on experience, Commonwealth Corps members gain professional skills and valuable knowledge while positively impacting diverse communities in our state.

The Massachusetts Service Alliance (MSA) is a private, nonprofit agency that oversees the program and supports host site partners and members to find success throughout the program year. The 2 Commonwealth Corps members with Madison Park Development Corporation will serve 10 months in a full-time capacity. They will join a diverse corps of members across Massachusetts who share a common desire to discover their passion and build their network in service to their communities and the Commonwealth.

The mission of Madison Park Development Corporation (MPDC) is to foster a vibrant, healthy Roxbury neighborhood that supports the well-being and advancement of the community. MPDC will host 2 full-time Commonwealth Corps Leadership Capacity Builders in the Community Action department, one of which will be placed with the Soheil Turner Youth Leadership Institute programs, in the Roxbury neighborhood of Boston. Through their service, members will build capacity within MPDC's year-round youth workforce development programs, which annually serve at least 130 youth/young adults ages 14-24 through three initiatives.

What You'll Do:

Essential Responsibilities:

- Complete a minimum of 1,500 hours of service, serving through June 22, 2024.
- Attend a minimum of 6 Commonwealth Corps trainings and service events held by MSA post orientation.
- Participate in a minimum of 1 hour of MSA-related activities each week. This include filling out timesheets, completing a bi-monthly reflection or check-in, or other MSA-related tasks or activities.
- Bolster Career Coaching (resume building, interview skills, application process, retention services) among youth participants, particularly in MPDC's Opportunity Employment Program
- Strengthen and build capacity for Case Management (strength and needs assessment, identify resources, monitor participation)
- Develop and/or update program workshop curriculum focused on career exploration, college readiness, social emotional skill development and civic engagement/social justice
- Lead Outreach efforts (internal and external outreach), including strengthening current partner relationships and building new partnerships

Marginal Responsibilities:

- Support education and Tutoring efforts (including Hiset subjects tutoring for Opportunity Employment Program participants and high school subject area tutoring for School Year Youth Employment Program participants)
- Assist with data collection and participant administration tasks
- Create and/or support youth workforce program events
- Be a part of the greater Commonwealth Corps community, including participating in cross-site learning groups, writing a short profile for the CC newsletter, connecting with other members on our online platforms, and attending optional social/service events.

Who You Are:

You must be:

- A Massachusetts resident ([see guidelines here](#)) with legal authorization to work in the U.S.
- 18 years of age at minimum (member age range is 18 – 70+ years old)
- Excited to give back to your community and interested in developing your skills and gaining new professional experiences
- Able to balance service internship commitments with personal commitments in a sustainable way
- 1+ years of relevant youth development experience or other background in youth development/workforce development; familiarity with positive youth development framework
- Strong organizational skills, attention to detail, and ability to manage multiple projects at once
- Basic technology skills, including video meeting conference platforms (like Zoom) and Microsoft Office

It would also be great if you:

- Have some administrative and office work experience
- Have experience working with diverse groups of people
- Speak a language other than English -- multi-lingual candidates encouraged to apply, particularly those who speak Spanish and English.
- Have familiarity with the neighborhood of Roxbury

What You'll Get: *(Stipend and Benefits provided by Commonwealth Corps)*

- **Stipend** of \$1,200 semi-monthly while in service, up to \$25,200, minus taxes and withholdings;
- **Health insurance** (individual coverage only);
- **Member assistance program**, including unlimited, confidential, 24/7, phone counseling services and up to three free, in-person counseling sessions, plus a lot more;
- **Completion award** of up to \$4000 upon successful completion of service, minus taxes and withholdings;
- **Reimbursement for outside training** or professional development opportunities relevant to member's service and/or goals (Up to \$100; Dependent on approval from MSA)
- Limited travel reimbursement for certain service-related travel and training away from their usual service location
- **Extensive training from MSA with a diversity, equity and inclusion focus and other professional development** opportunities;
- **Limited reimbursement for travel** to Corps-wide MSA-sponsored activities;
- **Internet reimbursement** up to \$50/month while required to complete some service from home if required by site;
- Limited travel reimbursement from their host site for certain service-related travel away from their usual service location, according to that agency's policies;
- **Mental Health/Personal Day** once per month counting towards 8hrs;
- The opportunity for at least 10 days of planned absences (may include holidays, does not count towards hours requirement);

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 21, 2023
- **Position End Date:** June 22, 2024
- Service commitment 40 hours per week during the following days/times: M-F, 10am-6pm; potential for up to 3 evening or weekend commitments per month (at least 1 week notice in advance); members will serve 3-4 days in-person, with the option to serve remotely 1-2 days per week, contingent on weekly responsibilities and supervisor approval.

How to Apply:

- To apply, please submit a cover letter and resume that includes contact information for 2 references

to HR@madison-park.org

- Early applications are encouraged as applications will be accepted on rolling basis. Questions about this position can be directed to Lyndon Vincent, Director of Youth Development & Community Support at lvincent@madison-park.org

Accepted members will be required to undergo a criminal history check.

Madison Park Development Corporation will recruit and select persons in all positions to ensure a diverse and inclusive climate without regard to race, ethnicity, religion, sex, gender, 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. Madison Park Development Corporation welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.

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