



## Commonwealth Corps Service Internship Position Description

Cambodian Mutual Assistance Association (CMAA)  
Youth Programs

### Commonwealth Corps Youth Program Specialist



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 two (2) Commonwealth Corps members with CMAA will serve 10.5 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 the service to their communities and the Commonwealth.

### What You'll Do:

#### *Essential Responsibilities:*

- Complete a minimum of 1,500 hours of service, serving through June 25, 2023.
- Attend all required Commonwealth Corps training and service events held by MSA (minimum of 6 total, post orientation) and CMAA, including a new member orientation in August 2022.
- Participate in a minimum of 1 hour (full-time members) of MSA-related activities each week (in person or virtually).
- Conduct marketing, communications, social media, and in-person outreach to recruit community members for program participation.
- Work directly with young people during the after school program hours, providing homework help, tutoring, and mentoring support.
- Support older youth in college and career exploration, including research, applications, and financial aid processes.
- Create and facilitate program activities that are consistent with positive youth development principles.
- Recruit, orient, and support high-school and adult volunteers who support youth programming.
- With the other Member, and guidance from the program staff, establish data collection tools, timelines, and evaluation plans.
- Conduct or facilitate data collection and program feedback activities, including pre/post surveys, 1:1 participant interviews, focus group conversations, and more.
- Identify and execute ways to share youth program impact with the community.
- Support development and communication efforts to attract donors for CMAA's youth program

**NOTE:** *Essential responsibilities are those directly tied to the reason the position exists. Therefore, these cannot be eliminated or reassigned. Other responsibilities are tasks that can be adjusted or reassigned without jeopardizing the basic purpose of the position.*

#### *Marginal Responsibilities:*

- Participate in agency-wide events, ranging from a community Thanksgiving meal to the Khmer New Year celebration.

#### **Who You Are:**

##### *You must be:*

- A Massachusetts resident ([see guidelines here](#)) with legal authorization to work in the United States
- 18 years of age at minimum, however we typically have members ranging from 18 – 55+ years old
- Excited to give back to your community and help others
- Interested in developing your skills and gaining new professional experience and knowledge
- Able to balance service internship commitments with personal commitments in a sustainable way
- Open-minded about cultural humility and cultural competence
- Commitment to diversity, equity and inclusion
- Open to challenging self; actively seeks growth and learning opportunities
- Positive communication and teamwork efforts
- Respectful curiosity and critical thinking
- Basic computer literacy and office-software experience
- Commitment to service, community, and positive youth development

##### *It would also be great if you have:*

- Experience with data collection or tracking processes
  - Ability to analyze and make recommendations based on observations and data
  - More advanced software skills, including experience with social media and/or marketing tools
  - Previous experience with school-aged children or teens
  - Knowledge of the Lowell community and/or Cambodian culture
  - Working fluency in a language other than English -- multilingual candidates encouraged to apply
  - Experience with development / donor communications
- Consider phrasing qualifications in a way that can draw upon transferable skills. For example, instead of “Have classroom management experience,” you could say “Have experience managing young children.” Service members are often transitioning into a new field and while they may not have industry-specific experience, they may have transferable skills that can be valuable to the role.*

#### **What You'll Get:**

- **Stipend** of \$900 per month per member (\$9,000 total per member over 10 months)
- **MSA-Provided 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;
- **Reimbursement for outside training** or professional development opportunities relevant to member's service and/or goals (Up to \$100; Dependent on approval from MSA)
- **Additional 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;
- 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, 2022
- **Position End Date:** June 23, 2023
- Service commitment will average 38-40 hours per week during the following days/times:
  - Monday to Friday - 10:00 am - 6:00 pm
  - Some weekends and special events will be required

**How to Apply:**

- To apply, submit a cover letter and resume as soon as possible, and no later than May 25, 2022 address to Sothea Chiemruom, Executive Director, [jobs@cmaalowell.org](mailto:jobs@cmaalowell.org).

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

*The Cambodian Mutual Assistance Association (CMAA) 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. CMAA welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.*