



Commonwealth Corps Service Internship Position Description



City of Boston Office of Workforce Development
Boston Saves / Tuition Free Community College / City Academy

Commonwealth Corps Data and Evaluation Coordinator

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 3 Commonwealth Corps members with The City of Boston Office of Workforce Development will serve 10 months in a half-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 Office of Workforce Development (OWD) is a public agency housed in the City of Boston's Worker Empowerment Cabinet that promotes economic self-sufficiency, connecting low-income residents with job training and employment opportunities. OWD seeks three, half-time Commonwealth Corps Service Members to provide capacity building and direct service in the Economic Opportunity/Workforce Development focus area. Service Members will serve in Outreach/Recruitment and Data/Evaluation roles, developing more comprehensive outreach strategies and networks, performing activities such as refining evaluation tools and systems, and deepening OWD's institutional partnership in the Greater Boston area. Members will lead outreach activities and data evaluation to promote Tuition Free Community College, City Academy, and Boston Saves, three critical workforce preparedness programs designed to improve post-secondary education and credential attainment rates among primarily historically marginalized communities in the Boston area.

What you'll Do:

Essential Responsibilities:

- Complete a minimum of 750 hours of service, serving through June 21, 2025
- Attend a minimum of 6 Commonwealth Corps trainings and service events held by MSA post orientation.
- Participate in a minimum of 30 minutes of MSA-related activities each week. This includes filling out timesheets, completing a bi-monthly reflection or check-in, or other MSA-related tasks or activities.
- Development of new quantitative and qualitative data collection tools and strategies for Boston Saves, Tuition Free Community College and City Academy
- Improve data collection systems and data quality for Boston Saves, Tuition Free Community College and City Academy
- Track participant progress and outcomes for Boston Saves, Tuition Free Community College and City Academy
- Provide direct group and individualized support to Boston Saves families as they access, log in, and earn incentives to their Boston Saves Account

Marginal Responsibilities:

- Ensure compliance to data sharing agreement with Boston Public Schools including nondisclosure and data requests
- Complete administrative tasks including data validation, database maintenance, Outcome Tracker database edits and updates
- Meet regularly with supervisory staff to report on progress towards goals
- Attend relevant outreach and networking 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 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
- Comfortable working for and with diverse populations
- Excited to work in a local government environment
- Eager to learn new skills associated with municipal program management and engage with new ideas around generating social and economic equity
- Able to provide professional and timely verbal and written communication
- Comfortable using Google suite and Microsoft suite

It would also be great if you:

- Speak a language other than English, especially Spanish or Haitian Creole -- all multi-lingual candidates encouraged to apply
- Have some experience with program development or volunteer management
- Data management and statistical analysis experience or knowledge, particularly cross tabulation

What you'll get:

- Stipend of \$625 semi-monthly while in service, up to \$13,125, minus taxes and withholdings;
- **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 \$2000 half-time 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)
- **MBTA Pass** to be used on busses and subway lines for work related travel
- **Grocery Stipend** of \$50 monthly to supplement food costs
- **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 4hrs
- Planned absences and time off at the discretion of the host site, OWD. Time off does not count towards total hours completion.

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 19, 2024
- **Position End Date:** June 21, 2025
- Service commitment 20 hours per week during the following days/times: Flexible hybrid schedule, Monday - Friday 9AM - 5PM, with occasional nights and weekends for special events with two weeks' notice provided. Members will be expected to serve partially in-person in OWD offices and in-person at outreach events throughout the city.

How to Apply:

- To apply, submit a resume and cover letter to Dr. Sasha Abby VanDerzee at sasha.vanderzee@boston.gov. Early applications are encouraged as applications will be accepted on rolling basis. Questions about this position can be directed to Dr. Sasha Abby VanDerzee at sasha.vanderzee@boston.gov.

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

The City of Boston Office of Workforce Development 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. The City of Boston Office of Workforce Development welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.