



Commonwealth Corps Service Internship Position Description

THRIVE Communities of Massachusetts
Peer-to-Peer Program
**Commonwealth Corps
Leadership Fellow**



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 Commonwealth Corps members with THRIVE Communities of Massachusetts 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.

THRIVE's mission is to empower communities to welcome and support our neighbors transitioning from incarceration. THRIVE seeks to support adults returning from incarceration and to revolutionize the role community members play in their lives upon reentry. Our goals are to disrupt cycles of incarceration, isolation, and social harm among returning citizens and within impacted communities through evidence-based restorative justice models, community building through education, and constituent leadership development. THRIVE's current programs primarily serve the greater Lowell community. In this Peer-to-Peer project, the Commonwealth Corps member will participate in community outreach about THRIVE and its mission and in volunteer recruitment activities, provide resource and social support to THRIVE members returning to the Lowell community, and work on a capacity-building project that will either enhance THRIVE's alumni engagement or increase THRIVE's Spanish-language resource services.

What You'll Do:

Essential Responsibilities:

- Complete a minimum of 1,500 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 1 hour 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.
- Volunteer recruitment: Help engage interested community members in THRIVE's volunteer program
- Resource support: Via walk-in office hours and follow-up, help facilitate access to services and resources that contribute to improved employability—navigating systems for a work permit or a driver's license or access to health, housing, and employment services
- Social support: Via walk-in office hours and follow-up, provide social support, such as going out for coffee or shopping, meeting to talk
- Capacity-building project: Will work, with supervision, to 1) assess and improve THRIVE's alumni engagement efforts; or 2) establish and share THRIVE's Spanish-language resource bank.
- Administration and documentation: Ensure data and progress is captured in a timely manner for Peer-to-Peer support activities and capacity-building projects.

Marginal Responsibilities:

- Community outreach: Help plan and participate in THRIVE's community events
- Transportation support: If equipped with a reliable, insured vehicle and current license, and open to doing so, provide occasional transportation for a THRIVE member to a required appointment or a medical meeting
- 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
- Able to work collaboratively and effectively with diverse groups and individuals
- Able to work independently with guidance
- Flexible, patient, and persistent in the context of a changing and often unpredictable work environment
- Willing to network and nurture authentic relationships with prospective community partners
- Interested in using or learning technology including E-mail, and Google Drive, Docs, Sheets, and Forms
- Willing to work occasional evening and weekends
- Spanish-language fluency required for the position responsible for the Spanish-language resources project

It would also be great if you:

- Are a licensed driver with access to a car
- Are familiar with courts, agencies, organizations, employers, and/or property managers in Greater Lowell
- Have personal and/or professional experience with recovery from substance abuse (drugs and/or alcohol); AA/NA members welcome
- Speak a language other than English—multilingual candidates are encouraged to apply to both positions (Spanish, Khmer, and Lao speakers wanted)

What You'll Get:

- Stipend of \$1,250 semi-monthly while in service, up to \$26,250, 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)
- **Access to professional training opportunities** available via THRIVE
- **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 (full-time)
- Planned absences and time off at the discretion of the host site, THRIVE. Time off does not count toward total hour 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: 40 hours per week during the following days/times: *M-F, 9:30am-5:30pm. Potential for up to 2 weekend commitments per month, with two weeks' notice provided. This position is in-person with an option to work remotely up to one day a week with advanced notice and approval.*

How to Apply:

- To apply, please send your cover letter and resume to KimYeastir@ThriveMA.org with the subject line “Commonwealth Corps”. Include the following:
 - **Cover Letter** answering the following questions:
 1. Why are you passionate about THRIVE’s mission?
 2. What in your life experiences have prepared you to be an outstanding THRIVE Peer supporting others transitioning from incarceration?
 3. What connections do you have to and within the Lowell community?
 - **Resume** including the following:
 1. Education including highest grade completed, Degrees earned, and relevant certifications if any
 2. Work experience including jobs held while incarcerated
 3. Any volunteer, advocacy, or activism experience you want to highlight
 4. Skills including a list of any languages you are fluent in, technology you are comfortable with, and any relevant skill you would like THRIVE to know about.
- Early applications are encouraged as applications will be accepted on a rolling basis, with preference given to candidates who apply by May 20th.
- Questions about this position can be directed to Kim Yeasir, THRIVE Chief Empowerment Officer, (617) 642-4553.

Accepted members will be required to undergo a criminal history check. Due to grant funding restrictions, individuals convicted of murder or a sexual offense may not be eligible for this position. That said, if this applies to you, please do not be discouraged; THRIVE would have no difficulty considering your application for future opportunities and we would be happy to know that you are interested in working with us!

THRIVE Communities of Massachusetts 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. THRIVE Communities of Massachusetts welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.