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| **About NAIP AmeriCorps** |
| The **Massachusetts Immigrant and Refugee Advocacy Coalition (MIRA)** and **English for New Bostonians (ENB)** are partnered to place 30 AmeriCorps members at immigrant- and refugee-serving organizations throughout Massachusetts every year. Each NAIP AmeriCorps member commits to a full-time, eleven month service position from September 5, 2018 – August 2, 2019. During the service term he/she will receive benefits including a modest living allowance, healthcare, training, and Segal education award upon successful completion of 1700 hours of service.The goal of NAIP is to address barriers to employment and economic stability for immigrants and refugees in Massachusetts. Depending on host site placement, each member’s role will have a primary focus on one or more of the following direct services: Vocational English for Speakers of Other Languages (VESOL) instruction, civics classes, citizenship application assistance, job readiness training, and/or job search assistance.The Massachusetts AmeriCorps New American Integration Program (NAIP) is an opportunity to serve immigrants and refugees while building and utilizing your professional skills. Through high quality training and experience, NAIP AmeriCorps members become skilled and passionate service providers, educators, interpreters, and leaders. |
| **How to Apply** |
| ***NAIP will review membership applications on a rolling basis until all positions are filled, however priority will be given to those who apply by June 1, 2018.*** ***NAIP is an important, eleven-month commitment. If you are applying “until something else comes along, please do not submit an application. If a member enrolls in this program and does not fulfill their hours commitment, the member forfeits their educational award and jeopardizes their ability to participate in any AmeriCorps programs in the future.*** |
| **Step 1** | Review the complete description of NAIP below, including benefits, requirements and member service activities. Complete and submit (1) the application below; and (2) your updated resume via e-mail to naip@miracoalition.org. Incomplete applications will not be considered. |
| **Step 2** | NAIP will reach out to confirm your skills and eligibility for the program, and to give you an opportunity to select your preferences for host site placement (host sites will be posted on the MIRA website when confirmed). |
| **Step 3** | Based on your skills, experience and preferences, NAIP host site(s) will reach out to you directly if they wish to invite you for an interview. |
| **Step 4** | If selected as a finalist by one or more host sites, NAIP will follow up with you directly to schedule a final interview to confirm your eligibility to serve in NAIP in 2018-2019, and to extend a formal offer. |

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| **Benefits to AmeriCorps Members** |
| * The opportunity to build on your passion for service, gaining valuable experience working with host site employees and clients
* A living stipend of up to $13,732.00
* A Segal education award of $5,920.00 upon successful completion of service
* Healthcare and childcare assistance
* Initial and ongoing professional development training in ESOL, interpretation, citizenship, and/or human services, with professional certifications in some areas
* Regular monthly meetings to reflect on experiences, challenges, and successes with your fellow NAIP members
* Member recognition at MIRA and other NAIP partner events
* The satisfaction of seeing the results of your contribution in the community
 |
| **NAIP AmeriCorps Member Activities** |
| *According to the host organization’s service position, members will increase organizational capacity through a combination of the following allowable activities:** Job Readiness and/or Job Placement Services
* Leading and assisting with English to Speakers of Other Languages (ESOL) instruction or group conversation circles
* Civics instruction and citizenship application assistance
* Organization of educational workshops
* Special ESOL program development projects
* Volunteer management and program development
* Community interpreter services
* Provision of other community support services, as needed
* Attend mandatory initial orientation and ongoing monthly training sessions
* Assist in program data collection and communicate with NAIP staff regarding any issues or requirements
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| **Requirements** |
| * Deep belief in the power and potential of immigrants and refugees in Massachusetts
* Excellent organizational, communication, leadership and project management skills
* Ability to work independently and as part of a team
* Must be a United States citizen, United States national or lawful permanent resident of the United States, and at least 18 years of age at time of service
* Possess at least a high school diploma or its equivalent
* Must demonstrate a mastery of Intermediate English or higher; *multicultural and multilingual applicants are strongly encouraged to apply*
* Must be willing to undergo a criminal background check
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| **Applicant Information** |
| **I. Personal Information** |
| **First name:** |       | **Middle name:** |       |
| **Last name:** |       |
| **Date of birth:** |       |
| **Current address:** |        |       |       |       |
| **Permanent address:** |        |       |       |       |
| **Home phone:** |       | **Cell phone:** |       |
| **Work phone:** |       | **E-mail:** |       |
| **Have you previously served in AmeriCorps?**  |  |  |
|  | **If yes, what were your dates of service?** |       to       |
| **Citizenship status:** |  |
| **How did you hear about NAIP?** |  |

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| **II. Site Placement Information** |
| NAIP AmeriCorps members will be placed at immigrant and refugee serving organizations in Massachusetts. The following information may be used in determining your placement. |
| **Geographic Preference (check all that apply):** |
| [ ] : Willing to serve where needed | [ ] : Boston | [ ] : Central Massachusetts | [ ] : North Shore |
| [ ] : Merrimack Valley | [ ] : South Shore | [ ] : New Bedford | [ ] : Lynn |
| **Please explain your geographic preference:**       |
| Some sites may require transportation.  | **Do you have a valid driver’s license?**  |
|  | **Do you have access to a vehicle?**  |
| Please rank the following possible service activities according to your interest: |
| **AmeriCorps Member Service Activity** | **Level of Interest** |
| Job Readiness and/or Job Placement Services |  |
| English to Speakers of Other Languages (ESOL) instruction |  |
| Citizenship education and citizenship assistance |  |
| Volunteer recruitment and management |  |

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| **III. Skills and Education** |
| Some host sites require specific language abilities. Please list below languages spoken and fluency level, beginning with English. |
| **Languages Spoken:** | **Fluency Level:** |
| English |  |
|       |  |
|       |  |
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|       |  |

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| **What is the highest level of education you will have completed by the beginning of your AmeriCorps experience?**  |
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| **Starting with High School, please provide information on your schooling below:** |
| **Name** | **Degree** | **Dates Attended** |
|       |       |       to       |
|       |       |       to       |
|       |       |       to       |
|       |       |       to       |
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| **III. Experience** |
| Please list and describe up to four experiences that might be relevant to your AmeriCorps application. This might include paid jobs, volunteer experiences, extracurricular activities (clubs, art, youth group, etc.), or leadership positions. We are interested in experiences in which you demonstrated responsibility, flexibility, or leadership skills.  |
| **Organization #1:** |       |
| **Location (City, State, Country):** |       |
| **Position held:** |       |
| **Dates of involvement:** |       to       |
| **Reason for leaving:**       |
| **Duties/activities:**       |
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| **Organization #2:**  |       |
| **Location (City, State, Country):** |       |
| **Position held:** |       |
| **Dates of involvement:** |       to       |
| **Reason for leaving:**   |
| **Duties/activities:**       |
|  |
| **Organization #3:**  |       |
| **Location (City, State, Country):** |       |
| **Position held:** |       |
| **Dates of involvement:** |       to       |
| **Reason for leaving:**       |
| **Duties/activities:**       |
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| **Organization #4:**  |       |
| **Location (City, State, Country):** |       |
| **Position held:** |       |
| **Dates of involvement:** |       to       |
| **Reason for leaving:**       |
| **Duties/activities:**       |

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| **IV. References** |
| Please provide information for three references. Select individuals who are willing to tell us about your education, employment, leadership, or professional skills. Do not list a family member or friend. |
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| **Reference #1 Name:** | First Name Last Name |
| **Place of employment:**  |       |
| **Position:**  |       |
| **Home phone:**  |       | **Cell phone:**  |       |
| **Work phone:**  |       | **E-mail:**  |       |
| **How many years have they known you?**       |
| **How do you know this individual?**       |
|  |
| **Reference #2 Name:** | First Name Last Name |
| **Place of employment:**  |       |
| **Position:**  |       |
| **Home phone:**  |       | **Cell phone:**       |
| **Work phone:**  |       | **E-mail:**       |
| **How many years have they known you?**       |
| **How do you know this individual?**       |
|  |
| **Reference #3 Name:** | First Name Last Name |
| **Place of employment:**  |       |
| **Position:**  |       |
| **Home phone:**  |       | **Cell phone:**       |
| **Work phone:**  |       | **E-mail:**       |
| **How many years have they known you?**       |
| **How do you know this individual?**       |

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| **V. Personal Response** |
| **Why do you want to serve in NAIP AmeriCorps? What do you hope to gain from the experience?** |
|       |
| **Why do you want to serve refugee and immigrant communities?** |
|       |
| **AmeriCorps NAIP members serve diverse populations and organizations. Please describe an experience in which you worked with someone whose background or opinion was different from your own.** |
|       |
| **Select three words to describe yourself:** |
|       |       |       |

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| **VI. Certification** |
| By typing my name below I certify that the information provided in this application is true, correct, and complete, to the best of my knowledge. I understand that misinformation or omission of information could result in disqualification and/or termination as an AmeriCorps member. If selected as a finalist, I understand that I will be required to comply with the National Service Criminal History Check, including screenings through the National Sex Offender Public Website, a name-based search of the statewide criminal history registry both in Massachusetts and your state of residence upon application to our program (if not Massachusetts), and a fingerprint based FBI check.  |
|       |  |       |
| **Signature** |  | **Date** |

**Notice of Non-discrimination**

NAIP does not discriminate on the basis of race, creed, color, national origin, ability, sex, secular preference, sexual orientation, marital status, age, political affiliation or religion, in accordance with the non-discrimination requirements of applicable statutes. NAIP is committed to seeking individuals with disabilities to serve as AmeriCorps members.

If you are a person with a disability who requires accommodation for the application and/or interview process of the NAIP AmeriCorps program, please contact: (Email) naip@miracoalition.org

 (TEL) 617-350-5480

 (TTY) 617-350-5499