



## Commonwealth Corps Service Internship Position Description



### Project Citizenship Commonwealth Corps Community Outreach 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 2 Commonwealth Corps members with Project Citizenship 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.

Project Citizenship's mission is to increase the naturalization rate in Massachusetts, with a focus on the most vulnerable and disadvantaged populations. We do that by providing free legal services to permanent residents seeking U.S. citizenship, from screening for eligibility, assisting them with their citizenship application, providing attorney review and oversight, and submitting their application as their attorney of record. Two full-time Commonwealth Corps members will help build capacity to serve even more clients by conducting eligibility screening, assisting with Project Citizenship's citizenship workshops, and performing data entry, as well as promoting a new service delivery model: an online portal for tech-savvy clients who might be interested in filling out an immigration application online, prior to legal review by Project Citizenship.

#### **What You'll Do:**

##### *Essential Responsibilities:*

- Complete a minimum of 1500 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 include filling out timesheets, completing a bi-monthly reflection or check-in, or other MSA-related tasks or activities.
- Help to get the word out about Project Citizenship's new online portal for citizenship application, through vehicles such as social media, flyers, and links on partner websites.
- Identify community partners to help promote the portal and design marketing collateral.
- Design feedback tools to assess the client's online experience and make recommendations to make the portal more user-friendly.
- Conduct client eligibility screening for citizenship, responding to phone calls, emails, and walk-in clients.

##### *Marginal Responsibilities:*

- Assist with Project Citizenship's citizenship workshops, including helping with event planning, providing support during the event, and assisting with data tracking and reporting.
- Contribute to Project Citizenship partnership development, including attending partner-organized citizenship events for support and observations.
- 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 experiences
- Able to balance service internship commitments with personal commitments in a sustainable way
- Organized; able to plan workflows, handle multiple tasks simultaneously, problem solve, and meet deadlines
- Detail-oriented.
- Have strong writing and communication skills.
- High degree of personal and professional integrity

*It would also be great if you:*

- Are familiar with Salesforce, Microsoft Office Suite.
- Have prior experience in immigration services.
- Speak a language other than English – in particular Spanish, Portuguese, and/or Haitian Creole.

## 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 \$4,000 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)
- **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 to complete some service from home if required;
- Limited travel reimbursement from host site for service-related travel away from usual service location;
- **Mental Health/Personal Day** once per month counting towards 8hrs
- Planned absences and time off at the discretion of the host site, Project Citizenship. 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 40 hours per week during the following days/times:  
M-F, 9am-5pm. Potential for up to 2 weekend commitments per month, with two weeks' notice provided.  
Project Citizenship operates on a hybrid schedule, with 3 days in-office, 2 days remote.

**How to Apply:** To apply, please submit your resume and a cover letter to [careers@projectcitizenship.org](mailto:careers@projectcitizenship.org) with the title, 'Commonwealth Corps Application.' Early applications are encouraged as applications will be accepted on rolling basis. Questions about this position can be directed to **Molly Barstow** at [mbarstow@projectcitizenship.org](mailto:mbarstow@projectcitizenship.org).

Accepted members will be required to undergo a criminal history check; a criminal history is not a barrier to consideration.

*Project Citizenship 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. Project Citizenship welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.*