



Commonwealth Corps Service Internship Position Description



Project Citizenship Commonwealth Corps Community Outreach 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 3 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 explore their passions and expand 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. Three 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 conducting community mapping and engaging with new community partners to better serve those on the pathway to citizenship in eastern Massachusetts.

What You'll Do:

Essential Responsibilities:

- Complete a minimum of 1,500 hours of service, serving through June 20, 2026.
- 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.
- Undertake community asset mapping to assess where the immigration needs are greatest and service gaps most significant in eastern Massachusetts.
- Collaborate with other Commonwealth Corps members at the host site to develop a comprehensive community outreach plan to support client recruitment and referral process.
- Support PC community engagement efforts through information sessions, social media, and other outreach to reach prospective volunteers and clients.
- Design quantitative & qualitative feedback processes to assess the partnership experience and identify opportunities to strengthen and sustain partnerships.

Marginal Responsibilities:

- Support client communications with a focus on eligibility/intake screenings, workshop preparation, and follow-up via phone, email, and in-person.
- 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 representing the organization at partner-organized events and processing partner referrals.
- Serve as a member of the Client Services team including participating in weekly meetings.

- 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)
- **Ongoing training and support from MSA and other professional development** opportunities framed by a **diversity, equity and inclusion lens**;
- **Limited reimbursement for travel** to Corps-wide MSA-sponsored activities;
- **Internet reimbursement** up to \$50/month while required to complete some service from home;
- 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** up to 8 hours per month
- The opportunity for at least 10 days of planned absences (may include holidays, does not count towards hours requirement).
- Access to fitness facilities at the host-site location.

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 18, 2025
- **Position End Date:** June 20, 2026
- 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 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 **Marissa Rodriguez**, mrodriguez@projectcitizenship.org.

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