



## Commonwealth Corps Service Internship Position Description

Madison Park Development Corporation  
Community Action Health Equity & Wellness



### Commonwealth Corps Resident Leadership Capacity Builders

The mission of the Commonwealth Corps service internship program is to engage Massachusetts residents of all ages and backgrounds in service to strengthen communities, address unmet community needs, and increase volunteerism.

Commonwealth Corps Members with Madison Park Development Corporation will serve 10.5 months in a half-time capacity. What they have in common is a desire to put their talents and ideas to use in the service of their communities and the Commonwealth.

The mission of Madison Park Development Corporation (MPDC) is to foster a vibrant, healthy Roxbury neighborhood that supports the well-being and advancement of the community. Through their service, Commonwealth Corps Leadership Capacity Builders will work with identified resident leaders in the Community Action department's Health Equity & Wellness program to identify training needs, build programs, recruit additional volunteers, and enhance community partnerships. Members will also research other resident leadership programs nationwide and determine beneficial changes to the structure of the leadership program.

#### Responsibilities:

##### *Essential*

- Complete a minimum of 750 hours of service, serving through June 29, 2019.
- Attend all required Commonwealth Corps trainings and service events held by MSA (minimum of 6 total, post orientation) and Madison Park Development Corporation, including a new member orientation on August 15 & 16, 2018.
- Participate in a minimum of 30 minutes of MSA-related activities each week (in person or virtually).
- **Education and Training**
  - Plan "train-the-trainer" workshops
  - Create additional educational content and materials
- **Management and Coordinator**
  - Coordinate resident leader meeting logistics, including agendas and facilitations assistance
- **Event Planning**
  - Serve with resident leaders to develop, plan and successfully implement community events and activities
- **Research and Partnership Development**
  - Research opportunities for additional community collaboration
  - Research and catalogue professional development opportunities for resident leaders
  - Research other resident leadership programs nationwide and determine beneficial changes to the structure of the leadership program

##### *Marginal*

- **Data/Progress Monitoring and Basic Evaluation**
  - Record and track attendance, survey, and evaluation data

#### Qualifications:

##### *Required*

- Massachusetts residency and legal authorization to work in the United States
- 18 years of age or older

- Experience with or interest in volunteerism and community engagement
- Ability to balance service commitment with other family/work/school/community commitments in a sustainable way
- Experience in training, organizing and/or facilitation
- Self-starter with the ability to work independently
- Strong communication and writing skills
- Must be comfortable with and competent at working with diverse groups of individuals

*Preferred*

- Passion for or experience in public health and/or nutrition, including familiarity with social determinants of health framework and health in underserved communities
- Basic familiarity with trauma-informed practices
- Basic quantitative/qualitative data skills
- College degree

**Member Benefits:**

- **Stipend** of \$ 275 every other week while in service, up to \$6,600, minus taxes and withholdings;
- **Completion award** of up to \$1,250 upon successful completion of service, minus taxes and withholdings;
- **Training and other professional development** opportunities;
- **Limited reimbursement for travel** to Corps-wide MSA-sponsored activities;
- Limited travel reimbursement from their host site for certain service-related travel away from their usual service location, according to that agency's policies;
- The opportunity for at least 5 days of planned absences (may include holidays); and
- Opportunity to join with others in a common sense of purpose as part of the Commonwealth Corps service internship program.

*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 15, 2018
- **Position End Date:** June 29, 2019
- Service commitment will average 18-20 hours per week during the following days/times: **Monday and Wednesday, 10am-6pm, and Thursday, 10am-2pm OR 2pm-6pm.**
  - Due to the nature of Community Action's work, occasional evening or weekend hours may be required, totaling **no more than 4 hours per month**. Members will receive advance notice of such occasions and weekly hours will be adjusted accordingly, to ensure the 20 hour limit is not exceeded.

**Application Instructions:**

- To apply, submit a cover letter and resume that includes contact information for 2 references by May 18 to Abridged Forrester, Director of Community Action, at [aforrester@madison-park.org](mailto:aforrester@madison-park.org). Interested candidates are encouraged to apply as soon as possible.

Accepted members will be required to undergo a criminal offender and sexual offender background check.

*Madison Park Development Corporation will recruit and select persons in all positions to ensure a diverse and inclusive climate without regard to race, religion, sex, 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. Madison Park Development Corporation welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.*