



Commonwealth Corps Service Internship Position Description

Somerville Homeless Coalition
Project SOUP
**Commonwealth Corps
Volunteer 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 three Commonwealth Corps members with the Somerville Homeless Coalition's Project SOUP will serve 10 months in a half-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 SOUP is the food assistance program of the Somerville Homeless Coalition. Founded in 1969, the program's mission is to promote food security for all in our community by providing free, healthy, and culturally appropriate groceries and meals to Somerville residents and people experiencing homelessness. The Volunteer Coordinator will support the in-person pantry program by building capacity to recruit, onboard, schedule, and train volunteers.

What You'll Do:

Essential Responsibilities:

- Complete a minimum of 750 hours of service, serving through June 24, 2023.
- Attend a minimum of 6 Commonwealth Corps trainings and service events held by MSA post orientation.
- Participate in a minimum of 30 minutes of MSA-related activities each week. This may include filling out timesheets, completing a bi-monthly reflection or check-in, or other MSA-related tasks or activities.
- Assist with day-to-day scheduling of volunteers, responding to volunteer inquiries, and volunteer training.
- Develop a volunteer application and materials to support volunteer onboarding and training.
- Conduct a survey of volunteer management software systems and support a transition to the chosen system.

Marginal Responsibilities:

- Plan a volunteer appreciation event.
- Develop a volunteer newsletter template and a library of volunteer education materials related to food insecurity.
- 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 ([see guidelines here](#)) 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
- Comfortable communicating in English by email with people of varying backgrounds
- Able to design materials with text, images, and other design elements in Microsoft Word, Google Docs, or comparable Software; or willing to learn this skill
- Dedicated to equity, particularly to making adequate, healthy, culturally/dietarily appropriate food

- economically and physically accessible to all
- Able to lift up to 40 lbs.

It would also be great if you:

- Have experience with Google Sheets, Google Forms, and/or Excel, or a strong interest in learning these programs
- Have experience teaching or training others, either in a formal or informal context
- Are patient, kind, consistent, and able to provide clear explanations
- Speak a language other than English -- multilingual candidates encouraged to apply, especially Spanish, Portuguese, and Haitian Creole speakers

What You'll Get:

- **Stipend** of \$550 semi-monthly while in service, up to \$11,550, minus taxes and withholdings;
- **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 \$2000 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 biweekly food basket** on an informal basis, as available at the food pantry and community meal programs;
- **Access to conversational Spanish classes** for pantry volunteers and staff and informal language practice in Spanish, Portuguese, and Haitian Creole;
- **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;
- 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 4hrs
- The opportunity for at least 5 days of planned absences (may include holidays, does not count towards hours requirement);

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 22, 2022
- **Position End Date:** June 24, 2023
- Service commitment 20 hours per week during the following time windows: Monday 8-12, Tuesday 10-5, Wednesday 9-4, Thursday 10-7, and Friday 9-4. The role would require service on a minimum of three separate days and fully in-person service is preferred.

How to Apply:

- To apply, send resume and cover letter to djacobs@shcinc.org. 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 Alissa Ebel, aebel@shcinc.org.

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

Somerville Homeless Coalition 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. Somerville Homeless Coalition welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.