



## Commonwealth Corps Service Internship Position Description

[INSERT HOST SITE AGENCY NAME]

[INSERT PROGRAM NAME, if any]

**Commonwealth Corps**

**[INSERT SERVICE POSITION TITLE, e.g., "Outreach and Education Coordinator"]**

YOUR  
AGENCY  
LOGO  
HERE

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 [NUMBER OF MEMBERS] Commonwealth Corps members with [AGENCY NAME] will serve 10 months in a [SELECT ONE: full-time or 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.

**[INSERT BRIEF SUMMARY PARAGRAPH ABOUT HOST SITE AGENCY AND COMMONWEALTH CORPS PROJECT]**

### What You'll Do:

#### *Essential Responsibilities:*

- Complete a minimum of [SELECT ONE: 1,500 or 750] hours of service, serving through June 22, 2024.
- Attend a minimum of 6 Commonwealth Corps trainings and service events held by MSA post orientation.
- Participate in a minimum of [SELECT ONE: 1 hour (full-time members) or 30 minutes (half-time members)] 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.
- [ADD IN 3-5 BULLETS OF SITE-SPECIFIC RESPONSIBILITIES HERE AS DIRECTLY RELATED TO THE NARRATIVE]  
**NOTE FOR HOST SITES:** Essential responsibilities are those directly tied to the reason the position exists. Therefore, these cannot be eliminated or reassigned. Marginal responsibilities are tasks that can be adjusted or reassigned without jeopardizing the basic purpose of the position.

#### *Marginal Responsibilities:*

- [ADD IN 2-4 BULLETS OF ADDITIONAL SITE-SPECIFIC RESPONSIBILITIES HERE]
  - 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
- [ADD IN 3-5 BULLETS OF SITE-SPECIFIC QUALIFICATIONS HERE]  
**NOTE FOR HOST SITES:** Please be careful about assuming members possess required skills and be explicit about what will be needed, such as experience with Microsoft Office or other technology skills. If it's a skill for which you can provide on-site training, we recommend putting that in the "It would also be great if you" section. Please also be clear about any physical/environmental requirements.

*It would also be great if you:*

- [ADD IN 2-4 BULLETS OF ADDITIONAL SITE-SPECIFIC QUALIFICATIONS HERE]
  - Speak a language other than English -- multi-lingual candidates encouraged to apply (*Note for host sites: this is an optional bullet depending on the host site's capacity to support members who do not speak English as their first language, feel free to edit or remove*)
- NOTE FOR HOST SITES:** Consider phrasing qualifications in a way that can draw upon transferable skills. For example, instead of "Have classroom management experience," you could say "Have experience managing young children." Service members are often transitioning into a new field and while they may not have industry-specific experience, they may have transferable skills that can be valuable to the role.

#### What You'll Get:

- **Stipend** of \$1,200 (full-time) or \$600 (half-time) semi-monthly while in service, up to \$25,200 (full-time) or \$12,600 (half-time), minus taxes and withholdings; [ACTUAL AMOUNT TO BE FINALIZED BY MSA UPON AWARD]
- **Health insurance** (individual coverage only); [PLEASE DELETE IF HALF-TIME POSITION]
- **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 \$4000 (full-time) or \$2000 (half-time) 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)
- [ADD IN ANY ADDITIONAL SITE-SPECIFIC BENEFITS HERE] For example: MBTA pass, housing or childcare cost assistance, meal-plan, additional training stipend.
- **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 if required by site;
- 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 8hrs (full-time) or 4hrs (half-time)
- The opportunity for at least 10 (full-time) or 5 (part-time) 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 21, 2023 [ACTUAL DATE TO BE FINALIZED BY MSA UPON AWARD]
- **Position End Date:** June 22, 2024
- Service commitment [SELECT ONE: 40 (full-time) or 20 (half-time)] hours per week during the following days/times \_\_\_\_\_.
- [ADD IN ANY SITE SPECIFIC SCHEDULING REQUIREMENTS HERE - For example: "M-F, 9am-5pm. Potential for up to 2 weekend commitments per month, with two weeks' notice provided. Please also indicate if members will be required to serve in-person or remotely.]

#### How to Apply:

- To apply, [add application instructions for host site agency]. Early applications are encouraged as applications will be accepted on rolling basis. Questions about this position can be directed to [Name and contact info of your agency's staff person].

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

[INSERT CORPS SPONSOR AGENCY NAME] 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. [INSERT CORPS SPONSOR AGENCY NAME] welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.

