



## Commonwealth Corps Service Internship Position Description

BCNC (Boston Chinatown Neighborhood Center)  
Adult Education and Workforce Initiatives



### Commonwealth Corps Adult ESOL Program Assistant

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 BCNC 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. The 2026-2027 program year will support 8 unique host sites and 17 CC members with the opportunity to share, support, and collaborate with the group.

Members will be based at either BCNC's Boston or Quincy site and serve with the Adult Education department to build capacity to recruit, train, and support volunteers, and to help students improve work readiness and provide job-placement services. For more than 50 years, BCNC has been providing new immigrants, especially Asians, with the support and resources they need to thrive in the United States. With deep roots in Boston's Chinatown neighborhood, BCNC now serves people from three locations in Greater Boston. Its holistic, family-centered programs reach 13,000 children, youth, and adults each year, setting them up for success in school, work, and life. BCNC also builds vibrant communities through the Pao Arts Center, along with its collaborations and research. You will make a lasting impact on the lives of immigrant families and thrive professionally while contributing to our mission-driven culture.

#### What You'll Do:

##### *Essential Responsibilities:*

- Complete a minimum of 1500 hours of service, serving August 17, 2026 through June 19, 2027.
- Attend Commonwealth Corps trainings and events held by MSA, generally 1-2 times per month.
- Participate in a minimum of 30 minutes 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.
- Provide direct support to adult learners through classroom assistance, digital literacy support, career coaching, and facilitation of workforce readiness activities
- Recruit, onboard, train, and support Adult Education volunteers, including classroom assistants, tutors, and career mentors
- Update volunteer training materials and documentation to improve sustainability
- Track service activities and outcomes using attendance records, counseling logs, volunteer hour logs, and assessment tools (BEST+ and TABE)
- *Site focus:*
  - Boston-based member will primarily support the STEP Into Healthcare workforce development program as a classroom assistant, digital literacy navigator, and provide individualized career counseling.
  - Quincy-based member will lead monthly workforce development workshops, provide career counseling, and take a lead role in volunteer recruitment and management.

##### *Marginal Responsibilities:*

- Assist with outreach and enrollment for Adult Education and workforce programs
- Participate in community events, volunteer recognition activities, and cross-program collaboration
- 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
- Committed to 10 months of service and **able to balance service internship commitments with personal commitments in a sustainable way**
- Comfortable working with adult learners from diverse cultural and linguistic backgrounds
- Knowledgeable and comfortable in using digital technology, including Microsoft Office, Google Workspace, and Zoom and being able to teach students how to use them.
- Organized and able to manage multiple tasks, schedules, and data tracking
- Confident communicating professionally with students, volunteers, and staff
- Willing to learn and apply new skills in teaching support, volunteer coordination, and career coaching

*It would also be great if you:*

- Have experience (paid or unpaid) in education, tutoring, workforce development, or volunteer coordination
- Know how to use basic website builders such as Wordpress or Google Sites or have a desire to learn them
- Are interested in pursuing a career in education, human services, or nonprofit leadership
- Speak a language other than English -- multi-lingual candidates (Mandarin, Cantonese, Spanish, French, or Haitian Creole, especially) encouraged to apply

## 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)
- **Monthly MBTA bus/train pass** from BCNC
- **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 upon successful completion of service, minus taxes and withholdings
- **Reimbursement for outside training** or professional development opportunities relevant to member's service and goals (Up to \$100; Dependent on pre-approval from MSA)
- **Ongoing training and support from MSA** including **professional development** workshops and opportunities;
- **Limited travel reimbursement from MSA** to Corps-wide MSA-sponsored activities;
- **Limited travel reimbursement from your host site** for certain service-related travel away from your usual service location;
- **Internet reimbursement** up to \$50/month if required to complete some service from home;
- **Free certification training** in OSHA-10, TABE CLAS-E, and Best Plus
- **Adult Education** staff retreat, and organization-wide staff retreat
- **Curriculum Development** two weeks of planning for the academic year with Adult Education staff
- **10 Mental Health/Personal Days** (1 day = 8hrs) counting toward service hours
- The opportunity for at least 10 days of planned absences (may include holidays, does not count towards hours requirement)
- If a member has a friend/family member who needs ESOL, Citizenship, or ESOL Workforce Development classes, they will get the highest priority of enrollment.

*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 17, 2026
- **Position End Date:** June 19, 2027
- Service commitment 40 hours per week during the following days/times:
- Monday – Friday with flexible scheduling between 9:30AM-8:30PM. Some evening hours are required to support evening students and volunteers.
- Most work will be required to be in-person, with some flexibility for remote work on certain days or as needed with advance notice.

## How to Apply:

- To apply, fill out the application form at [Intern - BCNC](#). Early applications are encouraged as applications will be accepted on rolling basis. Questions about this position can be directed to Joseph Valle at [joseph.valle@bcnc.net](mailto:joseph.valle@bcnc.net)
- For questions related to the Commonwealth Corps program contact [ccquestions@mass-service.org](mailto:ccquestions@mass-service.org)

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

*Boston Chinatown Neighborhood Center (BCNC) 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. BCNC welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.*



