



Group Coach

MISSION STATEMENT:

Mission Accomplished Transition Services, Inc. is missioned to prepare aspiring young professionals for the global economy, by providing access to coaching, job training and professional development.

WHO ARE MISSION ACCOMPLISHED GROUP COACHES?

Our Group Coaches understand the mission and vision of the organization. They are individuals who have an extraordinary commitment to making a difference in the health, fulfillment, and satisfaction in the lives of our customers and communities we serve. Group Coaches are inspired individuals who are willing to work alongside seasoned professionals to provide quality group coaching sessions through the Seeking, Getting and Keeping the Job Series and the Higher Education Suitcase Series.

CONTEXT OF GROUP COACHES:

The Group Coaches will work collaboratively with seasoned professionals and the Program & Events Coach to deliver experiential (learning by doing) group coaching sessions to millennials, ages 13-35, through the above mentioned programs.

The Group Coaches will have a commitment to producing the expected results outlined by the CEO & Founder and will be inspired to: 1. Enhance their personal productivity, 2. Work with integrity and 3. Develop as a more powerful, able, compassionate, and determined professional.

RESPONSIBILITIES:

- Implement the Positive Youth Development principles
- Work alongside experienced professionals to map out coaching/training plans and design
- Choose appropriate training group coaching methods
- Assist with recruiting candidates to participate in the Seeking, Getting and Keeping the Job Series & the Higher Education Suitcase Series
- Assist with marketing the Seeking, Getting and Keeping the Job Series & the Higher Education Suitcase Series via social media, etc.
- Foster relationships with local community-based organizations and academic institutions
- Assure sessions are delivered professionally and effectively to meet the required learning objectives and outcomes
- Research the professional industries associated with the series
- Design and prepare educational aids for group coaching sessions
- Manage the logistics of the coaching sessions, including set-up and clean-up
- Relate topic materials, lecture, and activities to the audience
- Create a motivating and supportive environment
- Challenge program participants to think critically, work collaboratively, be creative and serve as leaders



- Motivate program participants to engage throughout the series
- Serve as a committee member for one Mission Accomplished special event
- Maintain an updated a confidential participant database
- Document the outcomes of each session to determine the impact of each sessions on the students skills, knowledge and key performance indicators

PROFESSIONAL EXPERIENCE & SKILLS:

- Comfortable and strong public speaker
- Desire to work collaboratively as a protégé (mentee) of the seasoned coach
- Enthusiastic
- Passionate about helping millennials strengthen their personal and professional skills
- Takes the initiative to make “things” happen

PROFESSIONAL AND DEGREE REQUIREMENTS:

- We have some flexibility here. The MA team is looking for passionate, entrepreneurial professionals who want to help the company grow and become more visible.

OPPORTUNITIES AND BENEFITS:

- You will strengthen your public speaking and group facilitation skills
- You will foster relationships with seasoned professionals
- You will assist with strengthening the infrastructure of a start-up nonprofit organization
- You may have opportunities to engage with local elected official and other VIP's

TECHNOLOGY QUALIFICATIONS

- E-mail (for internal and external communication)
- Google Docs/Dropbox/Zoho Projects/Podio (for organizing tasks and information)
- MS Word, PowerPoint, Prezi and Excel to develop and share presentations

COMPENSATION

- \$14/hr @ 6-8 hours/week –flexible schedule, including weekends

If you are interested in this position send your resume and cover letter to Carmen Duncan cduncan@matransitionservices.org or 706 Madison Ave. Albany, NY 12208

***The Group Coach will report to the Program & Special Events Coach**