



## **Program & Special Events Coach**

### **MISSION STATEMENT:**

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

### **ABOUT MISSION ACCOMPLISHED**

- Mission Accomplished was established in December 2012
- Mission Accomplished is a tax-exempt 501(c) 3 nonprofit organization
- Mission Accomplished is a growing organization seeking entrepreneurial-minded professionals to join the team

### **WHO ARE MISSION ACCOMPLISHED TEAM MEMBERS?**

Our team members understand the mission and vision of the organization. They are individuals who have an extraordinary commitment to making a difference in the lives of our students' and the communities we serve. Team members are inspired members of the community who are willing to work alongside the Chief Coach & Founder, volunteers, staff, other agencies and the Board of Directors to assist with promoting and facilitating the opportunities offered through and supported by Mission Accomplished.

### **PERSONALITY OF THE PROGRAM & SPECIAL EVENTS COACH:**

Enthusiastic, personable and creative individual who appreciates using an entrepreneurial-mindset to help grow and develop this start-up nonprofit, with the end goal of success from the beginning. The **Program & Special Events Coach** will help with coordinating and delivering events; and developing and overseeing career education programs for millennials.



## **PROGRAM COACH RESPONSIBILITIES:**

- Supervise and support group and transition coaches
- Ensure assigned program activities and grant requirements are implemented successfully
- Identify, develop and maintain career education partnerships and network with other program coordinators
- Develop effective working relationships with employers and maintain regular contact in order to monitor employment satisfaction
- Assess the staffing needs of businesses and track employment placement and retention outcomes for program participants
- Screen job seeker resumes, facilitate mock interviews, provide quality referrals to employers for employment and maintain an updated internal candidate pool
- Market all programs to the business community, community-based organizations and colleges/universities
- Prepare materials for and support the completion of monthly reports, as requested
- Gather, analyze and process program data
- Create, maintain, and/or supervise an effective filing system to support programs and relationships with students
- Organize, plan, and execute career education events as necessary for various assigned projects
- Participate in professional development through appropriate conferences, workshops, seminars, or webinars
- Provide input to the Chief Coach & Founder and make recommendations for improvements to the organization, programs, events and activities
- Monitor confidential databases
- Perform other related duties as assigned by the Chief Coach & Founder
- Travel 40% of the time; must have a reliable vehicle and valid driver's license

## **SPECIAL EVENTS COACH RESPONSIBILITIES:**

- Coordinates fundraising and stakeholder events and activities that contribute to overall goals and objectives of Mission Accomplished
- Assist with planning and managing events, from concept to execution
- Assist with developing and adhering to event budgets, timelines and workplans
- Set up registration and ticketing, including attendee RSVP tracking and overseeing the check-in processes
- Assist with securing vendors (venues, catering, A/V, talent/entertainment) and speakers/VIPs
- Assist with devising sponsorship ask strategies
- Manage all pre- and post- day-of logistics required to successfully produce all events,
- Assist with setup and breakdown
- Ensure a follow-up and thank you plan is in place
- Perform other related duties as assigned by the Chief Coach & Founder



## **BENEFITS:**

- You will use your current talents and passion within your day-to-day work
- You may have an opportunity to meet local VIP's
- You will have the flexibility to utilize your creative mind/think outside of the box
- You will have opportunities to work from "home"
- You will have opportunities to attend conferences, workshops or trainings relevant to your position
- You will strengthen your resume

## **PROFESSIONAL EXPERIENCE & SKILLS:**

The ideal candidate will possess most of the following and be interested in and capable of quickly learning those skills and perspectives not currently in their knowledge and experience base:

- Experience working with startup organizations or new projects
- Experience organizing and executing time sensitive tasks
- Strong communication skills: written and verbal
- Experience and ease working with people from various diverse backgrounds
- Passion for social justice and improving the professional lives of millennials
- Flexible, lots of energy, and an ability to flourish in an action oriented environment
- The capacity to work independently and collaboratively as a member of a team
- Creative and detail-oriented;
- Experience managing several tasks/projects concurrently in an efficient way
- Skilled coordinating a variety of projects simultaneously
- Willingness to work flexible, varying hours, including evenings and weekends as needed

## **EDUCATION QUALIFICATIONS:**

- 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.

## **TECHNOLOGY QUALIFICATIONS**

- E-mail (for communicating)
- Google Docs, DropBox, and project management software (for organizing tasks and information)
- Microsoft Word, PowerPoint and Excel and Content Management Systems
- Web, graphic design, photography and videography skills a plus

## **COMPENSATION**

- \$18.50/hr @ 20 hours/week –flexible schedule, including weekends
- Temporary position until June 2018

If you are interested in this position send your resume and writing sample to Carmen Duncan at [cduncan@matransitionservices.org](mailto:cduncan@matransitionservices.org) or 706 Madison Ave., Albany, NY 12208



Respond to these questions for your writing sample:

1. How do Millennials contribute to the global workforce? (75 words or less)
2. What excites you most about planning an event for donors, our volunteers and millennials?

\*The **Program & Special Events Coach** will report to the Chief Coach & Founder