



Missioned to prepare aspiring young professionals for the global economy, by providing access to coaching, job training and professional development.

## **Community Advocate Assistant Assistant to the Community Advocate Manager**

### **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 COMMUNITY ADVOCATE ASSISTANT:**

An enthusiastic, personable and creative individual who appreciates using an entrepreneurial-mindset to help grow and develop this start-up nonprofit and committed to developing strong community connections to enhance the community's awareness about the Albany High School renovation project. The **Community Advocate Assistant** will assist the **Community Advocate Manager** with coordinating, executing and facilitating community charrettes focused on the Albany High School project; and developing, executing and overseeing MWBE training sessions.

### **RESPONSIBILITIES:**

- Work in collaboration with the City School District of Albany (CSDA) and the Community Advocate manager to meet project deliverables
- Individual follow-up with community residents, MWBE firms, and community groups under the direction of the Community Advocate Manager
- Assist with all events and activities related to the Albany High School renovation project
- Assist with identifying and motivating high numbers of potential job/career applicants and M/WBE businesses to access employment opportunities related to the Albany High School renovation project
- Assist with identifying and fostering relationships with community residents, organizations, and agencies interested in the project
- Identify event topics and strategic partners interested in facilitating presentations and informational meetings about workforce development and business certification opportunities
- Plan and co-facilitate bi-weekly community team calls with the emerging leaders
- Track and input community engagement outcomes into a confidential database
- Attend community meetings lead by other nonprofit organizations, State and municipality offices and/or local businesses
- Participate in relevant committees with local nonprofits, State and municipality offices and/or local businesses
- Provide regular updates on advocacy progress and challenges to the Project Principal and City School District of Albany



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- Monitor project performance and identify areas in need of support and improvement
- Other responsibilities as give

### **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 a passionate, community development and engagement professional who is seeking to help the company grow and become more visible and meet the project deliverable.

### **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 AND SCHEDULE**

- \$17.00 – \$18.50 –flexible schedule, including weekends
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If you are interested in this position send your resume and writing sample to Carmen "Coach Carmen" Duncan at [cduncan@matransitionservices.org](mailto:cduncan@matransitionservices.org) or 706 Madison Ave., Albany, NY 12208