



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

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 MANAGER:

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 and committed to developing strong community connections to enhance the community's awareness about the Albany High School renovation project and the employment opportunities available to local individuals, M/WBE firms, and firms interested in becoming M/WBE certified. The **Community Advocate Manager** will lead the coordination, execution and facilitation of community engagement activities.

RESPONSIBILITIES:

- Work in collaboration with the City School District of Albany (CSDA) and the Community Advocate manager to meet project deliverables
- The lead on all events and activities related to the Albany High School renovation project
- Liaison with individuals, community organizations, and State and municipal agencies
- Monitor and observe workforce development programs and initiatives related to the project
- Identify and motivate high numbers of potential workforce applicants and M/WBE businesses
- Identify and foster relationships with community organizations, and State and municipal agencies with similar interests
- Identify and foster 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



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- Identify emerging leaders in each neighborhood
- Develop a community team of emerging leaders to increase skills related to team building, leadership, facilitation, work plan and project management, delivering presentations, and data collection and reporting
- Plan and facilitate bi-weekly community team calls with the emerging leaders
- Complete and submit monthly reports of community events and workforce development activities
- Capture and implement best practices from high performing emerging leaders and strategic partners
- Monitor performance and identify areas in need of support and improvement
- 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 CSDA
- Supervise the Community Advocate Assistant

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:



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- 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

- Salary \$39,000 – \$42,500 –flexible schedule, including weekends

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