



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:**

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 Manager** will lead the coordination, execution and facilitation of community engagement activities.

### **RESPONSIBILITIES:**

- 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
- 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



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- 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:**

- 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.



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## **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](mailto:cduncan@matransitionservices.org) or 706 Madison Ave., Albany, NY 12208