



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

Office 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 IS THE OFFICE MANAGER?

The Office Manager will be an individual who understand the mission and vision of the organization, has an extraordinary commitment to making a difference in the lives of our students/aspiring young professionals and the communities we serve and be an inspired member of the community who is willing to work alongside the Chief Coach & Founder, volunteers, team members, 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 OFFICE MANAGER:

An enthusiastic, personable and creative individual who appreciates using an entrepreneurial-mindset to help grow and develop this growing nonprofit.

RESPONSIBILITIES:

As we grow our organization, the Office Manager is critically important to the high performance of our organization. The Office Manager will be responsible for the day-to-day operations of the office ensuring efficient operations, coordinating all issues affecting the daily operations of the office, manage the organizational systems and functions. The Office Manager will work closely with and report directly to the Chief Coach and Founder.



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OPERATIONS SUPPORT:

- Manage the office to ensure effective telephone and mail communication, internally and externally
- Assist with coordinating volunteers and vendors for special events and programs
- Provide administrative and operational support to ensure the organization runs smoothly
- Ensure general office upkeep, including maintenance of office equipment, placing work orders and purchasing office supplies
- Manage relationships with vendors
- Oversee the organization and inventorying of, as well as retention policies for, files and supplies
- Manage confidential databases, emails and other communication on behalf of the organization
- Assist the Chief Coach and Founder, the Board and other team members with miscellaneous projects as requested

CONTRACT ADMINISTRATION:

- Ensure accounting and administration of funding is timely, accurate, and compliant with funder and government regulations
- Maintain accurate records of contract and grant tracking
- Develop, maintain quality control and audit processes to ensure contracts are administered
- Monitor the schedules for contract deliverables; ensure deadlines are maintained

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 attend conferences, workshops or trainings relevant to your position

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. This position requires 5+ years' experience with the position responsibilities and:

- Strong administrative and organizational skills executing time sensitive tasks and projects
- Proven 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
- The capacity to work independently and collaboratively with the team
- Creative and detail-oriented
- Experience managing several tasks/projects concurrently in an efficient way while meeting deadlines



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EDUCATION QUALIFICATIONS:

- We have some flexibility here. The MA team is looking for a passionate, community-community oriented professional who is seeking to help the company grow and become more visible and maintain the smooth operation of the office and organization.

TECHNOLOGY QUALIFICATIONS

- Quickbooks Online and Premiere Nonprofit Edition
- MS Office Suite (Word, Excel, etc.)
- E-mail (for communicating)
- Google Docs, DropBox, and project management software (for organizing tasks and information)
- Web, graphic design, photography and videography skills a plus

COMPENSATION AND SCHEDULE

- \$20.00 – \$21.50/hr
- 10am – 2pm Monday – Friday

BENEFITS:

- This position does not offer health insurance and accrued time
- Mileage reimbursement

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