



Group Coach

MISSION STATEMENT:

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

WHO ARE MISSION ACCOMPLISHED GROUP COACHES?

Our Group Coaches understand the mission and vision of the organization. They are individuals who have an extraordinary commitment to making a difference in the lives of students in high school, college and/or trade school and are willing to work alongside seasoned professionals and peers to provide quality career education and coaching sessions through the Own Your Career Institute, Passion Academy and other career education programs.

CONTEXT OF GROUP COACH:

The Group Coach will work collaboratively with seasoned professionals and the Program & Special Events Coach to deliver hands on group coaching sessions to students/aspiring young professionals ages 13-35.

The Group Coach will have a commitment to producing the expected results outlined by the Chief Coach + Founder and will be inspired to: 1. Enhance their personal productivity, 2. Work with integrity and 3. Develop as a more powerful, able, compassionate, and determined professional.



RESPONSIBILITIES:

- Implement the Positive Youth Development principles and framework
- Work alongside experienced professionals to map out coaching/training plans and design
- Choose appropriate group coaching methods
- Assist with recruiting candidates to participate in career education and coaching programs
- Assist with marketing the career education and coaching programs via social media, etc.
- Foster relationships with local community-based organizations and academic institutions
- Assure sessions are delivered professionally and effectively to meet the required learning objectives and outcomes
- Design and prepare educational aids for group coaching sessions
- Manage the logistics of the coaching sessions
- Create a motivating and supportive environment
- Challenge program participants to think critically, work collaboratively, be creative and serve as leaders
- Serve as a committee member for one Mission Accomplished special event
- Document the outcomes of each career education and coaching session

PROFESSIONAL EXPERIENCE & SKILLS:

- Comfortable and strong public speaker
- Desire to work collaboratively as a protégé (mentee) of the seasoned coach
- Enthusiastic and passionate about helping aspiring young professionals strengthen their personal and professional skills
- Excellent at managing time
- Ability to manage and deliver more than one project simultaneously
- Takes the initiative to make “things” happen

PROFESSIONAL AND DEGREE REQUIREMENTS:

- We have some flexibility here. The Mission Accomplished team is looking for passionate, entrepreneurial professionals who want to help the company grow and become more visible.
- Valid NYS driver’s license (a vehicle is preferred, travel is required 25% of your scheduled time)

OPPORTUNITIES AND BENEFITS:

- You will strengthen your public speaking and group facilitation skills
- You will foster relationships with seasoned professionals
- You will assist with strengthening the infrastructure of a start-up nonprofit organization
- You may have opportunities to engage with local elected official and other VIP’s



TECHNOLOGY QUALIFICATIONS:

- E-mail (for internal and external communication)
- Google Docs/Dropbox/Project Management Software (for organizing tasks and information)
- Microsoft Suite - Word, PowerPoint, Excel, etc.

COMPENSATION + SCHEDULE

- \$14/hr @ 10 - 13 hours/week
- 1:30 - 4:30 Tuesdays, 12:00pm - 6:30pm Wednesdays, 11:00am - 2:30pm Thursdays; occasional weekends

BENEFITS:

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

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

***The Group Coach will report to the Chief Coach + Founder**