



Program & Special Events Coach

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
- We are a career education, coaching, mentoring and sponsorship organization for rising young professionals and entrepreneurs age 13-35. We specifically work with individuals pursuing careers in the following four (4) industries: fashion, construction, event planning, and social entrepreneurship.

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.

SUCCESS PROFILE OF THE PROGRAM & SPECIAL EVENTS COACH:

A creative, detailed-oriented individual who has a proven track record supervising the design, coordination and execution of experiential events and programs. The **Program & Special Events Coach** will take on this role with a commitment to helping the team grow, strengthen and sustain our career education programs.

PROGRAM COACH RESPONSIBILITIES:

- Supervise and support group and transition coaches
- Ensure assigned program activities and grant requirements are implemented successfully
- Identify, develop and maintain career education partnerships and network with other program coordinators
- Develop effective working relationships with employers and maintain regular contact in order to monitor employment satisfaction
- Assess the staffing needs of businesses and track employment placement and retention outcomes for program participants
- Screen job seeker resumes, facilitate mock interviews, provide quality referrals to employers for employment and maintain an updated internal candidate pool
- Market all programs to the business community, community-based organizations and colleges/universities
- Prepare materials for and support the completion of monthly reports, as requested
- Gather, analyze and process program data
- Create, maintain, and/or supervise an effective filing system to support programs and relationships with students
- Organize, plan, and execute career education events as necessary for various assigned projects
- Participate in professional development through appropriate conferences, workshops, seminars, or webinars
- Provide input to the Chief Coach & Founder and make recommendations for improvements to the organization, programs, events and activities
- Monitor confidential databases
- Perform other related duties as assigned by the Chief Coach & Founder
- Travel 50% of the time; must have a reliable vehicle and valid driver's license

SPECIAL EVENTS COACH RESPONSIBILITIES:

- Coordinates fundraising and stakeholder events and activities that contribute to overall goals and objectives of Mission Accomplished
- Assist with planning and managing events, from concept to execution
- Assist with developing and adhering to event budgets, timelines and work plans
- Set up registration and ticketing, including attendee RSVP tracking and overseeing the check-in processes
- Assist with securing vendors (venues, catering, A/V equipment, talent/entertainment) and speakers/VIPs
- Assist with devising sponsorship ask strategies
- Manage all pre- and post- day-of logistics required to successfully produce all events
- Assist with setup and breakdown
- Ensure a follow-up and thank you plan is in place
- Perform other related duties as assigned by the Chief Coach & Founder



BENEFITS:

- Phone stipend
- Travel reimbursement
- Creative work culture
- Opportunities to work remotely
- Opportunities to support other businesses and organizations
- Opportunity to make your position your own

PROFESSIONAL EXPERIENCE & SKILLS:

The ideal candidate will possess most of the following and be interested in and capable of quickly learning the following skills:

- Experience developing and executing new projects
- Experience organizing and completing time sensitive tasks in an efficient way
- Strong communication skills: written and verbal
- Experience and ease working with people from diverse backgrounds
- Passion for social justice and improving the professional lives of rising young professionals
- Able to thrive in an action oriented environment
- The capacity to work independently and collaboratively as a member of a team
- Experience managing several tasks/projects concurrently

EDUCATION QUALIFICATIONS:

- We have some flexibility here. The MA team is looking for passionate, entrepreneurial professionals who want to help the company grow and become more visible.

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:

- \$18.50/hr @ 20 hours/week

SCHEDULE:

- Tuesday: 10 am – 4 pm, Wednesday: 10 am – 6:30 pm, Thursday: 10 am – 4 pm
- Some nights and weekends

If you are interested in this position send your resume and writing sample to Carmen Duncan at cduncan@matransitionservices.org or 150 State St. 4th Floor, Albany, NY 12207

The **Program & Special Events Coach** will report to the Chief Coach + Founder