



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



Group Coach: Social Entrepreneurship

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. This commitment should also extend to their own lives as well, demonstrated by their willingness to learn new tools and methods that can help them be more effective in their personal and professional lives. Additionally, this individual is willing to work alongside seasoned professionals and peers to provide quality career education and coaching sessions through the Own Your Career Department, Passion Academy and other career education programs. Lastly, the Group Coach is familiar with the local community and deeply understands and empathizes with the students we serve.

CONTEXT OF THE SOCIAL ENTREPRENEURSHIP GROUP COACH:

The Social Entrepreneurship Group Coach will work collaboratively with seasoned **business industry professionals** and the Own Your Career (OYC) Department team to coordinate and deliver experiential group coaching sessions to high school students and young professionals with an interest in **business administration, entrepreneurship, and business, product or service development.**

This individual will have experience and be comfortable with managing behind the scenes tasks to execute program and event concepts.

The Group Coach will have a commitment to producing the expected results outlined by the OYC department and will be inspired to:

1. Enhance their personal productivity
2. Work with integrity, and
3. Develop as a more powerful, skilled, knowledgeable, compassionate, and driven professional.



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RESPONSIBILITIES:

- Coordinate event and program logistics
- Create a motivating and supportive learning environment
- Willing to familiarize yourself with the company's vision and mission with a commitment to accomplishing set goals and objectives
- Cultivate new and sustain existing **business** relationships
- Implement the Positive Youth Development principles and framework
- Help develop our social enterprise, Sparklite, by driving sales and increasing awareness
- Assist students with developing the skills and confidence to build and market Sparklite
- Assist students with developing an understanding about **business, product and service development and marketing and fundraising strategies**
- Challenge program participants to think critically, work collaboratively, and own their careers aspirations
- Assist with recruiting candidates to participate in our career education and coaching programs
- Assist with connecting students to relationships, resources and opportunities in their community and across the world
- Assist with marketing the career education and coaching programs via social media, face-to-face interactions, etc.
- Assist with the design and preparation of educational aids for group coaching sessions.
- Co-facilitate group coaching sessions educating students about social entrepreneurship and the construction and design industries
- Serve as a committee member on the Mission Accomplished Experience Council (special events committee)
- Actively promote career and higher education opportunities through digital space and on foot throughout the Capital Region

PROFESSIONAL EXPERIENCE + SKILLS:

- Experience with developing and executing business concepts and strategies
- 1+ years with **program and/or business development and administration concepts and delivery**
- Excellent at managing time and takes the initiative to make "things" happen
- Capable and engaging public speaker
- Ability to anticipate and adapt to any last-minute changes
- Strong administrative background with keen attention to detail
- Customer-service oriented, previous sales experience is a plus
- Ability to manage and deliver more than one project simultaneously
- Desire to work collaboratively as a protégé (mentee) of the seasoned coaches



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PROFESSIONAL + 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 reliable vehicle is required; travel is required 50% of your scheduled time)
- Must be able to lift 50 lbs.
- Must be able to stand for long periods of time

OPPORTUNITIES:

- 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 growing 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:

- \$15/hr. @ 25 hours/week, including some nights and weekends
- Tuesdays: 11 am – 5 pm; Wednesdays: 11 am – 6 pm; Thursdays: 11 am – 5 pm

BENEFITS:

- This position offers a health insurance stipend
- Mileage and parking reimbursement
- Monthly phone stipend
- Sick and vacation time are accrued

If you are interested in this position, complete the team member application at bit.ly/maapp1209, then send your resume and writing sample to Carmen "Coach Carmen" Duncan at cduncan@matransitionservices.org or 150 State St. 4th Floor, Albany, NY 12207

*The Group Coach will report to the Program + Special Events Coach