



Missioned to Prepare aspiring young professionals for the global economy by providing vouching, job training and professional development.

Operations + Contract Specialist

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 work in a coworking space (a shared space with other businesses)

WHO IS THE OPERATIONS ASSOCIATE?

The **Operations and Contract Specialist** will be an individual who understands 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.

This individual will enjoy managing the day-to-day operations of a small business, data management, compliance and contract management.

THE PERSONALITY OF THE OPERATIONS + CONTRACT SPECIALIST:

An enthusiastic, organized and results-focused self-starter who appreciates using an entrepreneurial-mindset to assure we maintain strong internal and external operations.

As Mission Accomplished Transition Services grows, the **Operations and Contract Specialist** will be critically important to the high performance of our organization.



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OPERATIONS SUPPORT:

- Manage telephone and mail communication, internally and externally
- Assist with coordinating vendors for special events and programs
- Provide administrative and operational support to assure the organization runs smoothly
- Assure general office upkeep, including maintenance of office equipment, placing purchase orders and purchasing office supplies
- Manage relationships with vendors
- Oversee the organization and inventorying of 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 PROCESSING:

- Provide technical assistance to program staff
- Assemble voucher packages for processing
- Assure payments are processed on time
- Independently review reports and recommend changes and approval
- Ensure accounting and administration of funding is timely, accurate, and compliant with funder regulations
- Maintain accurate contract and grant records
- Develop and maintain quality control and audit processes
- Monitor the schedules for contract deliverables
- Serve as a liaison between the administration and program departments

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 and 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, if not all, of the following experience and skills:

- The candidate must have 3+ years of experience in business operations and contract management
- Strong administrative and organizational skills
- A commitment to 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 Mission Accomplished Transition Services team is looking for a results-driven professional with 3+ years of experience maintaining the smooth operation of a business or department and monitoring contract deliverables and compliance.

TECHNOLOGY QUALIFICATIONS:

- 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:

- \$18.50 – \$21.50/hr.; dependent on experience
- 10am – 3pm Monday – Tuesday; 2pm – 7pm Wednesday and Thursday; Flexible based on needs

BENEFITS:

- Mileage reimbursement
- Cell phone stipend
- Paid time off
- Paid sick time

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