



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

Resource Development Apprentice CARE Ambassador - Education Care Packages + Satisfashion Outlet

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 with a commitment to helping young professionals and entrepreneurs exercise their professional and leadership skills

WHO ARE MISSION ACCOMPLISHED INTERNS?

Our interns understand the mission and vision of the organization. They are individuals who have an extraordinary commitment to making a difference in the health and well-being of our customers and the communities we serve. Interns are inspired individuals who are willing to work alongside volunteers, staff, other agencies and the Board of Directors to assist with promoting and facilitating the opportunities offered through and supported by Mission Accomplished.

CONTEXT OF CARE AMBASSADOR – EDUCATION CARE PACKAGES + SATISFASHION OUTLET:

Enthusiastic, personable and creative individuals who have a passion for helping high school students prepare for the transition into higher education (college, trade school or gap year programs) and supporting young professionals with taking advantage of an affordable shopping through our pop-up boutique, the Satisfashion Outlet.



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RESPONSIBILITIES:

- Assist with promotion of the education care packages through presentations at local high schools and community space and on social media
- Assist with the promotion of the Satisfashion Outlet
- Organize clothing drives
- Organize school supply drives
- Assist with the assembly and distribution of the career packages
- Assist with the set-up and break down of the Satisfashion Outlet
- Assist with fostering partnerships for both the care packages and Outlet
- Assist with contacting students selected to receive the care package
- Support with the development and delivery of the Higher Education prep series
- Collaborate with student group on college campuses to encourage student groups to host a school supply drive

BENEFITS:

- You will assist with coordinating and deploying a successful project
- You may have an opportunity to meet local VIP's
- You will have the flexibility to utilize your creative mind
- You will strengthen your resume

PROFESSIONAL EXPERIENCE/SKILLS:

The ideal candidate will possess most of the following:

- Comfort with public speaking
- Project management skills
- Organizing and executing time sensitive tasks
- Strong written and oral communication
- Strong interpersonal skills
- Experience and ease working with people of different class, race, and ethnic backgrounds
- Passion for social justice and improving the lives of rising young professionals and entrepreneurs
- Flexible, lots of energy, and an ability to flourish in a fast-paced, action oriented environment
- The capacity to work independently and collaboratively as a member of a team



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TECHNOLOGY QUALIFICATIONS

- E-mail (for communicating with staff and volunteers)
- Google Docs and DropBox (for organizing tasks and information)
- Microsoft Word, PowerPoint and Excel and Content Management Systems
- Web, graphic design, photography and videography skills a plus

COMPENSATION

- Apprenticeship positions offer a stipend
- Class credit

TIME COMMITMENT:

- 15 hours per week – days and times are flexible

If you are interested in this position 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 CARE Ambassador will report to the Chief Coach + Founder