



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

Marketing Apprentice Research + Social Media

MISSION STATEMENT:

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

ABOUT MISSION ACCOMPLISHED

- Mission Accomplished was established in December 2012
- Mission Accomplished is a tax-exempt 501(c) 3 nonprofit organization

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 personal and professional development, health and well-being of our students and the communities we serve.

THE MARKETING INTERN WE ARE SEEKING:

We are seeking a **Marketing Apprentice** who enjoys research and is a skilled persuasive and creative writer, has an excellent command for the English language, and will be comfortable taking on the responsibilities of engaging market research and assisting us in creating written content for social media posts for Facebook, Twitter, LinkedIn, and Instagram and other marketing assignments as needed.

We are a fast-moving organization who is looking for an energetic, creative individual who can easily adapt into the fast-paced, growing culture.



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RESPONSIBILITIES:

- Complete market research
- Co-develop content for all social media platforms
- Analyze and synthesize data, reports, and other information in a presentable and visual way
- Provide support and guidance to the strategy team to maximize market research capabilities
- Interpret and research emerging trends involving various companies
- Update content by scheduling posts
- Responds to posts or comments to bring value to the user's interactions
- Post news, events and announcements in a timely manner using appropriate content
- Assist with designing the Where They Are Now student highlight campaign
- Post and interact with local or relevant organizations and interest groups
- Perform research to find content that is relevant to our student and stakeholder base
- Post information and content that invites conversation and interaction
- Update social media accounts with current and relevant photos and videos
- Assess Facebook and Twitter analytics
- Grow our online social networks by increasing our fan-base and interactions
- Complete other marketing projects as needed

BENEFITS:

- You will work alongside experienced marketing professionals
- You will have the flexibility to utilize your creative mind
- You may have opportunities to attend conferences, workshops or trainings relevant to your position

PROFESSIONAL EXPERIENCE/SKILLS:

- Preferably someone who has done research and analysis involving a variety of different data
- Experience or desire working with a community-based organization
- Strong written and oral communication
- Experience and ease working with people of different class, race, and ethnic backgrounds
- Passion for social justice and improving the lives of students in search of a career
- Flexibility, lots of energy, and an ability to flourish in an action oriented environment
- The capacity to work independently and collaboratively with a team
- Creative, detail-oriented self-starter



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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 internal and external communication)
- Google Docs and DropBox (for organizing tasks and information)
- Familiar with Microsoft Word, PowerPoint, Prezi, and Excel
- Graphic design skills a plus
- Experience utilizing social media to gain an attention

COMPENSATION

- Apprenticeship opportunities are paid
- Course credit, if applicable

TIME COMMITMENT:

- 15 hours per week – days and times are flexible

If you are interested in this position send your resume, completed application and a respond to the below questions in a word document

Provide the above materials to Carmen “Coach Carmen” Duncan at cduncan@matransitionservices.org

Please provide a portfolio of you work or a marketing project completed through one of your marketing classes.

*The Marketing Apprentice will report to the Chief Coach + Founder and work alongside the Digital Media Consultant.