



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

Program + Special Events Coach Construction + Social Entrepreneurship

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 age13-35. 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 hands on career development events and programs. This **Program + Special Events Coach** will oversee the delivery of the Construction + Design Institute and Social Entrepreneurship Institute; **therefore**, it is critical the Program + Special Events Coach has a passion for social entrepreneurship, construction, interior design and architecture.

PROGRAM COACH RESPONSIBILITIES:

- Supervise and support group coaches
- Ensure assigned program and grant deliverables are met
- Identify, develop and maintain partnerships
- Develop effective working relationships with employers and maintain regular contact in order to monitor employment satisfaction
- Assess the staffing needs of local companies to help students secure employment
- Review student 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
- Participate in professional development through appropriate conferences, workshops, seminars, or webinars
- Monitor confidential databases
- Travel 50% of the time; must have a reliable vehicle and valid driver's license
- Perform other related duties as assigned by the Chief Coach & Founder

SPECIAL EVENTS COACH RESPONSIBILITIES:

- Coordinate, plan, and manage special program events and activities
- 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
- Health insurance reimbursement
- Travel reimbursement
- Creative work culture
- Opportunities to work remotely
- Opportunities to support other businesses and organizations

PROFESSIONAL EXPERIENCE + SKILLS:

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

- 2+ years of experience developing and executing projects and programs with teens and young adults
- 2+ years of experience facilitating group conversations and programs with teens and young adults
- 2+ years of experience organizing and completing time sensitive tasks in an efficient way
- Knowledge about business development, construction, interior design and architecture
- 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:

- \$19.50/hr @ 25 hours/week
- Health Stipend
- Cell phone stipend
- Mileage reimbursement

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 complete the application at <https://podio.com/webforms/25083709/1846478>. If you have questions contact Coach Carmen Duncan via email at [cduncan\[at\]matransitionservices.org](mailto:cduncan[at]matransitionservices.org)