



Construction Initiative Program Assistant

MISSION STATEMENT:

Mission Accomplished Transition Services, Inc. (Mission Accomplished prepares 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

WHO ARE MISSION ACCOMPLISHED TEAM MEMBERS?

This key team member is passionate about the mission and vision of our organization. They are an individual who understands how to communicate needs, and willing to provide support where needed to ensure meaningful and successful outcomes. Lastly, they are seeking to support the continued growth and development of our thriving organization.

SUCCESS PROFILE OF THE CONSTRUCTION INITIATIVE PROGRAM ASSISTANT:

A proactive, personable, and creative individual who can begin with the end in mind. This individual uses an entrepreneurial mindset to problem-solve when faced with challenges and is passionate about increasing the community's consciousness about business and career opportunities in the construction industry. Lastly, the Construction Initiative Assistant will oversee scheduling, assist with event planning and delivery, and attend meetings on behalf of the department and Construction Career + Business Development Program.



In Urban Co-Works - 433 State Street, 4th Fl., Schenectady, NY 12305
In CoLab - 488 Broadway, Albany, NY 12207

inquire@matransitionservices.org
matransitionservices.com | (518) 207-0209

To prepare rising young professionals and entrepreneurs for the workforce by providing access to industry specific coaching, mentoring, and sponsorship.



RESPONSIBILITIES:

- Work in collaboration with property developers and construction companies to meet the Construction Career + Business Program deliverables.
- Assist with identifying opportunities to present workforce development and business certification opportunities.
- Contact and follow up with partners, community stakeholders, Minority and Women Business Enterprise (M/WBE) firms, and community groups with the Construction Career + Business Development standards.
- Assist with all the event and activity logistics related to the Construction Career + Business Development Program. Assist with identifying and motivating high numbers of potential job/career applicants to apply and pursue career opportunities on various construction sites.
- Assist with increasing the number of qualified construction businesses led by Black and Brown people, women, and Veterans to gain access and submit bids for subcontracting opportunities on various construction sites.
- Plan and co-facilitate bi-weekly calls with the team and construction developers and general contractors.
- Track and input community engagement outcomes into a confidential database.
- Attend community meetings led by other nonprofit organizations, NYS and municipality offices, and/or local businesses.
- Participate in relevant committees with local nonprofits, State and municipality offices, and/or local businesses.
- Document regular updates on advocacy progress and challenges.
- Missioned to prepare aspiring young professionals for the global economy, by providing access to coaching, job training, and professional development.
- Monitor project performance and identify areas in need of support and improvement.
- Other responsibilities as assigned.



In Urban Co-Works - 433 State Street, 4th Fl., Schenectady, NY 12305
In CoLab - 488 Broadway, Albany, NY 12207

inquire@matransitionservices.org
matransitionservices.com | (518) 207-0209

To prepare rising young professionals and entrepreneurs for the workforce by providing access to industry specific coaching, mentoring, and sponsorship.



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/think outside of the box
- You will have opportunities to work remotely
- You will have opportunities to attend professional development opportunities related to your position

PROFESSIONAL EXPERIENCE + SKILLS:

The ideal candidate will possess most of the following and capable of quickly learning those skills and perspectives not currently in their knowledge and experience base:

- Experience working with startup organizations or new project
- Experience managing several tasks/projects concurrently in an efficient work setting
- 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
- Flexible, lots of energy, and an ability to flourish in an action-oriented environment
- The capacity to work independently and collaboratively as a member of a team
- Creative and detail-oriented
- Skilled coordinating a variety of projects simultaneously
- Willingness to work flexible, varying hours, including evenings and weekends as needed.

EDUCATION QUALIFICATIONS:

- We have some flexibility here. We are looking for a passionate, community and career development professional.
- 4+ years of experience in community development/organizing is a plus



In Urban Co-Works - 433 State Street, 4th Fl., Schenectady, NY 12305
In CoLab - 488 Broadway, Albany, NY 12207

inquire@matransitionservices.org
matransitionservices.com | (518) 207-0209

To prepare rising young professionals and entrepreneurs for the workforce by providing access to industry specific coaching, mentoring, and sponsorship.



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, BENEFITS, AND SCHEDULE

- \$18.00 – \$19.50 an hour, depends on experience
- Flexible schedule, including nights and weekends
- Health reimbursement
- Paid training
- Cell phone stipend
- Mileage reimbursement
- Vacation + Sick Time
- Holidays, including your birthday

If you are interested in this position click the following link

(<https://podio.com/webforms/25083709/1846478>) to complete the application to Carmen “Coach Carmen” Duncan at cduncan@matransitionservices.org or Urban Co-Works c/o Mission Accomplished Transition Services, 433 State St. 4th Fl., Schenectady, NY 12305



In Urban Co-Works - 433 State Street, 4th Fl., Schenectady, NY 12305
In CoLab - 488 Broadway, Albany, NY 12207

inquire@matransitionservices.org
matransitionservices.com | (518) 207-0209

To prepare rising young professionals and entrepreneurs for the workforce by providing access to industry specific coaching, mentoring, and sponsorship.