



## Program Operations Intern

for Construction + Design Institute & Social Entrepreneurship Institute

### MISSION STATEMENT:

Mission Accomplished Transition Services, Inc. (Mission Accomplished) prepares rising young professionals and entrepreneurs for the workforce by providing access to industry specific coaching, mentoring, and sponsorship.

### 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 PROGRAM OPERATIONS INTERN:

A proactive, personable, detail-oriented creative problem solver who begin with the end in mind when addressing responsibilities and challenges. This **Program Operations** Intern will have a commitment to working alongside the Construction + Design Institute and Social Entrepreneurship Institute teams and Chief Coach + Founder to assist with and learn more about program operations and logistics. This intern will have a dedication to applying skills they have acquired in school or previous positions to our entrepreneurial, community-based setting.

To be successful and happy in this role you must have a passion for and some experience within construction, interior design and/or architecture and business or program development.



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

[inquire@matransitionservices.org](mailto:inquire@matransitionservices.org)  
[matransitionservices.com](http://matransitionservices.com) | (518) 207-0209

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### RESPONSIBILITIES:

Through the below responsibilities you will gain a better understanding of the role that operations play in a community based organization setting, and be better prepared to work in operations and logistics roles, both in the community based sector and beyond.

### RESEARCH:

- Support the research and implementation of new technologies, systems and communication strategies
- Assist in the research of employment and business opportunities for students enrolled in our programs
- Conduct financial, program and operational research and reports

### STUDENT RECRUITMENT AND SELECTION:

- Provide support with student recruitment efforts, including research, direct outreach, and data tracking/analysis
- Manage external email accounts and communicate directly with potential applicants
- Support in-depth user testing for our fellowship application database

### GENERAL PROGRAM SUPPORT:

- Edit and compile materials for students
- Anticipate and assist with the ordering of goods and services
- Participate in other projects and tasks as needed

### PROFESSIONAL EXPERIENCE + SKILLS:

The ideal candidate will possess most of the following and be interested in and capable of quickly learning those skills and perspectives not currently in their knowledge and experience base. This position requires 2+ years' experience with the position responsibilities and a passion for social justice, construction, business development and improving the professional lives of young professionals and entrepreneurs.

- Excellent attention to detail and organizational skills
- Research skills, including ability to find relevant information and summarize it clearly and succinctly
- Exceptional critical thinking skills with a knack for sustaining and/or improving systems



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- Flexibility and enthusiasm for problem solving-willing to do the tedious work to ensure project success
- A track record of taking initiative and going above and beyond expectations
- Flexibility and enthusiasm for taking on a variety of projects as they arise
- Ability to thrive in a fast-paced environment
- Interest in non-profit management, social justice, and/or global health

**EDUCATION QUALIFICATIONS:**

- We have some flexibility here. The MA team is looking for a passionate, community development and engagement professional who is seeking to help the company grow and become more visible and meet project deliverables.

**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:**

- Paid if qualified for community work study program through your college or university
- Unpaid if you do not qualify for community work study program through your college or university
- We will develop a schedule that meets both our needs.

If you are interested in this position, [click here](#) to complete the application. Be sure to attach your resume, cover letter, a one - two page writing sample on any topic and any other documents you'd like to include to demonstrate your writing skills.



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