



Program + Events Specialist High School Based 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
- 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 age 13-35. We specifically work with individuals pursuing and advancing careers or scaling businesses in fashion, construction, architecture, interior design and social entrepreneurship.

SUCCESS PROFILE OF THE PROGRAM + EVENTS SPECIALIST:

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 for high school students and young adults. This **Program + Events Specialist** will oversee the delivery of Social Entrepreneurship Institute; **therefore**, it is critical the **Program + Events Specialist** has a passion for social entrepreneurship and addressing social justice issues through business.

PROGRAM RESPONSIBILITIES:

- Work alongside the Program Operations Specialist to assure the development and execution of a quality program
- Supervise high school interns
- Assist interns with developing workplace knowledge and skills
- Ensure program and grant deliverables are met
- Identify, develop and maintain partnerships
- Market the Social Entrepreneurship Institute and special program event to high school students, young adults through for profit and nonprofit businesses, including colleges and universities
- Prepare materials for and support the completion of monthly reports
- 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 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
- Manage all pre- and post event logistics
- Assist with setup and breakdown
- Ensure follow-up and thank you plans are in place
- Perform other related duties as assigned by the Chief Coach & Founder

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
- 4+ years of experience organizing and completing time sensitive tasks in an efficient way
- Knowledge about business development
- 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
- Experience managing several tasks and 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

BENEFITS:

- Phone stipend
- Health insurance reimbursement
- Travel reimbursement
- Creative work culture
- Opportunities to work remotely
- Opportunities to support other businesses and organizations

COMPENSATION + SCHEDULE:

- \$19.50 per hour @ 25 hours per week
- Monday: Flexible; Tuesday: 10 am – 3 pm; Wednesday: 9 am – 6:30 pm; Thursday: 11 am – 3 pm; Friday: Flexible; 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)