



Program Operations Associate

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 OPERATIONS SPECIALIST:

A proactive, personable, detail-oriented creative problem solver who begins with the end in mind when addressing responsibilities and challenges. This **Program Operations Associate** will have a commitment to working alongside the Fashion Edition Institute team and Chief Coach + Founder to assist with program operations and logistics. This **Program Operations Associate** will have a dedication to applying skills they have acquired in through other program or business development related positions.

To be successful and happy in this role you must have a passion for and some experience within the social justice activities and/program development and execution.



RESPONSIBILITIES:

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 the Social Entrepreneurship Institute

STUDENT RECRUITMENT, SELECTION + RETENTION:

- Provide support with student recruitment efforts,
- Manage external email accounts and communicate directly with potential student applicants
- Provide resources, guidance and support to active student participants and engage with alumni

GENERAL PROGRAM SUPPORT:

- Edit and compile materials for students
- Anticipate and assist with the ordering of goods and services
- Assist with vendor recruitment and retention for special events and sessions
- Assist with event planning and execution
- Participate in other projects and tasks as needed

PROFESSIONAL EXPERIENCE + SKILLS:

- 2+ years' experience with the position responsibilities and passion for social justice and improving the professional lives of young professionals and entrepreneurs.
- 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
- Flexibility and enthusiasm for problem solving
- Willing to do 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

BENEFITS:

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

COMPENSATION + SCHEDULE:

- \$16 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>. 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.

The **Program Operations Associate** reports to the Chief Coach + Founder