



Special Projects + Events Intern

MISSION STATEMENT:

To prepare 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 GRANTS RESEARCH INTERN:

A proactive, personable individual who can begin with the end in mind. This individual will use a proactive mindset to assist with one – two special projects. In this role you will assist the Chief Coach + Founder and the team with developing and executing meaningful, memorable projects for our students, partners and the overall community.



In Urban Co-Works
433 State Street, 4th Fl., Schenectady, NY 12305

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

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RESPONSIBILITIES:

- Assist with the development and execution of projects and/or events within specified time lines
- Track and monitor projects from start to finish
- Develop project timeline and event schedules
- Communicate vital information to project team members
- Maintain and organize separate project or event files for each specific project
- Distribute flyers within the community to increase awareness about our programs, services, events, etc.
- Attend weekly team meetings focused on specific projects
- Present weekly status reports to project team members and Chief Coach + Founder
- Schedule and attend meetings for assigned special projects
- Create and monitor confidential contact database

BENEFITS:

- Assist with coordinating and executing successful projects
- Opportunity to meet local VIP's
- Opportunities to work remotely
- Opportunities to attend conferences, workshops or trainings relevant to your position

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:

- Demonstrated success developing and executing new projects
- Experience organizing and executing time sensitive tasks
- Strong written and oral communication
- Strong interpersonal skills
- Experience and ease working with people from diverse backgrounds
- Ability to work independently and collaboratively as a member of a team



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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 internal and external communication)
- Google Docs and DropBox (for organizing tasks and information)
- Familiar with Microsoft Word, PowerPoint, Prezi, and Excel
- Graphic design skills a plus
- Experience utilizing social media to gain an attention

COMPENSATION

- Course credit, if applicable
- Paid internship If eligible through Community Work Study Program at your college or university

TIME COMMITMENT:

- 10-15 hours per week – days and times are flexible

If you are interested in this position complete the application at <https://podio.com/webforms/25321158/1874671> . Be sure to include your portfolio work.

*The Special Projects Intern will report to the Chief Coach + Founder.



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