



## Special Projects 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

### 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 related to fashion, construction, mural painting or interior design. In this role you will assist the Chief Coach + Founder and team with developing and executing meaningful, memorable projects for our students, partners and the overall community.

### RESPONSIBILITIES:

- Assist with the development and execution of special 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



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

[inquire@matransitionservices.org](mailto:inquire@matransitionservices.org)  
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#### **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

#### **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



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## 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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