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 an organization committed to social, racial and economic justice in the workforce

POSITION SUMMARY
The Operations and Contract Associate will be responsible for overseeing daily operations activities while working alongside the Senior Operations and Contract Specialist to ensure daily operations are being executed to the highest efficiency. The Operations and Contract Associate will gladly help ensure the organization is running as smoothly as possible so that the students are receiving the highest quality of programming and offerings and partners are receiving the highest quality of customer service.

SUCCESS PROFILE OF THE PROGRAM + OPERATIONS INTERN:
A proactive, personable, detail-oriented and creative problem solver who begins with the end in mind when addressing responsibilities and challenges. The Operations and Contract Associate will have a commitment to working alongside the Operations + Contract Specialist to gain exposure to and training in different areas that include company and program operations and logistics. The associate will have a dedication to learning how to take the skills they have acquired in school or previous positions and apply in an entrepreneurial, community-based setting.

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.

OPERATIONS SUPPORT:
- Assist with coordinating vendors for special events and programs
- Assist with identifying, fostering and sustaining partnerships with mission aligned community-based organizations, for companies, and school
- Provide administrative and operational support to assure the organization and programs run smoothly
- Assure general office upkeep, including maintenance of office equipment, placing purchase orders and purchasing office supplies
● Oversee the organization and inventorying of supplies
   ● Assist the Senior Operations and Contract Specialist, the Chief Coach + Founder, and other team members with miscellaneous projects as requested

CONTRACT PROCESSING:
● Assist with assembling invoice packages for processing for us to be paid
● Assist with ensuring payments are processed on time
● Maintain accurate contract and grant records
● Monitor the schedules for contract deliverables
● Serve as a liaison between the administration and program departments

RESEARCH:
● Support the research and implementation of new technologies, systems and communication strategies
● Conduct financial, program and operational research and reports

GENERAL PROGRAM SUPPORT:
● 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 1+ years’ experience with the position responsibilities and:
● Passion for 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
● A track record of taking initiative and going above and beyond expectations
● Flexibility and enthusiasm for problem solving-willing to do the tedious work to ensure project success
● Flexibility and enthusiasm for taking on a variety of projects as they arise
● Ability to thrive in a fast-paced environment
● Interest in nonprofit management as well as a commitment to social, racial and economic justice
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 AND SCHEDULE:
- This is not a paid position. Student can get course credit.
- We will develop a schedule that meets both our needs. Some weekends; must be flexible based on company needs

BENEFITS:
- Mileage reimbursement
- Cell phone stipend

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.