



# Workforce Development Specialist

**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 an organization committed to social, racial and economic justice in the workforce
- Our industries of focus are fashion, construction, beauty, mural painting and interior design and decorating
- We work in partnership with Upper Hudson Planned Parenthood to align important conversations about one's future - career planning, socioemotional health, family planning and reproductive health.

**POSITION SUMMARY:** In this position the **Workforce Development Specialist** will assist students and alumni with identifying and securing employment in the fashion, beauty, construction and design (interior decorating and design and mural painting) industries.

**SUCCESS PROFILE OF THE WORKFORCE DEVELOPMENT SPECIALIST:** To be successful in this role you must be someone who is passionate about helping young professionals secure employment and enjoy doing outreach to locate opportunities while promoting our students and alumni as qualified candidates. This person must have a “whatever it takes” attitude to get the job done driven by a commitment to our mission and vision. To be most successful you must hold yourself to high expectations, be a detail-oriented problem solver and enjoy helping others win!

## CAREER MENTORSHIP + EDUCATION:

- Assist students and alumni with enhancing their personal brand and ability to market themselves as qualified candidates
- Assist students and alumni with identifying and fostering relationships with industry professionals
- Assist students and alumni with responding to job, career and volunteer announcements
- Assist students and alumni with developing and employing career transition action plans
- Assist students and alumni with preparing for interviews
- Assist students with developing portfolios, etc.
- Co-facilitate career education workshops
- Provide clear and concise documentation of career mentorship and education activities

## EMPLOYER IDENTIFICATION + RECRUITMENT + RETENTION RESPONSIBILITIES:

- Cultivate relationships with local construction, fashion and arts companies
- Identify and secure employers who will hire students and alumni
- Co-develop and execute events that connect students and alumni to various career, job and volunteer opportunities
- Work collaboratively with Mission Accomplished employment partners to sustain relationships
- Attend industry events and networking opportunities
- Co-facilitate the coordination and execution of career fairs
- Conduct regular employer site visits
- Travel 50% of the time; must have a reliable vehicle and valid driver's license
- Provide clear and concise documentation of business identification activities

**RESEARCH + DATA COLLECTION RESPONSIBILITIES:**

- Research and stay on top of industry trends
- Monitor and track progress through accurate data collection to identify employment barriers and successes
- Ensure effectiveness and accuracy of data collection
- Develop industry trend reports
- Provide clear and concise documentation of research, outreach and sponsorship activities
- Gather and report program data to provide clear and concise documentation of program activities

**STUDENT RETENTION RESPONSIBILITIES:**

- Maintain consistent communication with students and alumni
- Assist with student recruitment + retention efforts for our Fashion + Beauty Institute and Construction + Design Institute
- Develop and sustain relationships with employers and partners in construction, fashion, beauty and arts industries
- Actively participate in community, program and company wide activities and events to increase awareness about our students and alumni as qualified candidates for career, job and volunteer opportunities

**BENEFITS OF WORKING WITH US:**

- You will use your current talents and passion within your day-to-day work
- You will work with a team of incredibly talented and creative professionals
- Enhance your understanding of the fashion, construction, and arts industries
- You may have an opportunity to meet local VIP's
- You will be a part of helping people enhance their socioeconomic status
- You will gain expertise that will last the duration of your career

**REQUIRED EXPERIENCE + SKILLS:**

The ideal candidate will possess most of the following and be interested in and capable of quickly learning skills and perspectives not currently in your knowledge and experience base:

- 3+ years of experience identifying employment opportunities
- 3+ years of experience helping young professionals, teens and young adults, apply for and secure employment
- 3+ years of experience organizing and completing time sensitive tasks in an efficient way
- 3+ years of experience facilitating career education workshops (i.e. resume development, personal branding, etc.)
- 3+ years of experience in the fashion or construction industries is a plus, not a requirement
- Strong communication skills: written and verbal
- Experience and ease working with people from diverse backgrounds
- Passion for and committed to advocating for social, racial and economic justice in the workplace
- Able to thrive in an action-oriented environment
- The capacity to work independently and collaboratively as a member of a team
- Experience managing several tasks/projects concurrently

**EDUCATION QUALIFICATIONS:**

- We have some flexibility here. The Mission Accomplished Transition Services team is looking for a results-driven person with 3+ years of experience searching for employment opportunities for teens and young adults and help them identify, apply for and secure employment.

**TECHNOLOGY QUALIFICATIONS:**

- E-mail (for communicating)
- Google Docs, DropBox, and Podio or other 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

**PHYSICAL REQUIREMENTS:**

- Must be able to lift 15+ pound occasionally
- Must be able to lift less than 15 pounds frequently
- Frequent bending and reaching
- Must be able to sit for long periods of time
- Must be able to stand and walk frequently

**COMPENSATION + BENEFITS**

- Part time position 30 hours @ \$21.63 an hour
- Health insurance reimbursement
- Monthly cell phone stipend
- Mileage reimbursement
- Dinner averaging 2 times per month while programs are operating
- Paid on the job training and ongoing professional development
- Paid time off, sick and vacation time

**SCHEDULE:**

- Monday + Tuesday: 2pm – 8pm
- Wednesday + Thursday: 2pm – 8pm
- 2 Saturdays or Sundays per month, 2 Fridays per month: 12pm-6pm
- Some earlier days and weekends

If you are interested in this position, complete the team member application at <https://podio.com/webforms/25083709/1846478>.