



# Workforce Mentor (Student)

**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 Mentor** will assist teen student interns with identifying and securing employment in the fashion, beauty, construction and design (interior decorating and design and mural painting) industries and prepare for the transition to college and career after high school. You will be present with us 4 times per month, depending on your availability, to be a support to teen student interns while they are in workshops and at local industry businesses learning about the sector. You will work with the teen student interns participating in our career exploration internship programs - [Teen Construction + Design](#) and [Teen Fashion + Beauty](#). It is a plus if you are a student pursuing a career in fashion, beauty, construction, mural painting, interior design or interior decorating.

**SUCCESS PROFILE OF THE WORKFORCE MENTOR:** To be successful in this role you must be someone who is passionate about helping teens prepare for college and career. To be most successful you must hold yourself to high expectations, enjoy helping teens win and be a positive, reliable, consistent role model!

## MENTORSHIP + EDUCATION:

- Assist teens with completing internship related activities
- Help teens search for and apply for employment
- Be present on site at industry businesses while teens work on projects
- Provide guidance to teens while they working on projects
- Help teens set and achieve goals

## CONTENT CREATION:

- Take photos and videos of your experience with us and post on your social media to show your commitment to helping teens succeed while elevating our brand and work

## BENEFITS OF WORKING WITH US:

- You will use your current talents and passion to help teens gain access to employment opportunities
- 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:

- Experience working with teens to help them prepare for life after high school
- 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



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## **TECHNOLOGY QUALIFICATIONS (not required but helpful:**

- E-mail (for communicating)
- Google Docs
- Microsoft Word, PowerPoint and Excel

## **PHYSICAL REQUIREMENTS:**

- Must be able to sit for long periods of time
- Must be able to stand and walk frequently

## **COMPENSATION + BENEFITS**

- This is not a paid position through Mission Accomplished; as a college student you may qualify for the work study program that compensates you or you can get class credit
- Mileage reimbursement if you need to travel on behalf of Mission Accomplished
- Dinner when you are with us

## **SCHEDULE:**

- 2nd and 4th Wednesday + Thursday per month: 4:30pm – 8/8:30pm; more hours available if needed.
- Must be able to work with us October 2023 - end of May 2023

## **LOCATION:**

- The Blake Annex, 1 Steuben St., Albany NY

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