



Program + Events 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 two important conversations about one's future - career planning, socioemotional health, family planning and reproductive health.

POSITION SUMMARY: The **Program + Events Specialist** will work closely with the Institute Producer and Chief Coach + Founder to develop and execute career education workshops for our teen student interns and masterclasses for our young adult learners. This role requires someone who has a true passion for and 3+ years of experience designing, developing and executing workforce development programs and events.

SUCCESS PROFILE OF THE PROGRAM + SPECIAL EVENTS SPECIALIST: To be successful in this position you must be an individual who is passionate about developing and executing memorable, transformative career education programs and events that help young professionals elevate in their desired industry. You must have a “whatever it takes” attitude to get the job done driven by your 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!

PROGRAM RESPONSIBILITIES:

- Assist with cultivating and sustaining relationships with Career Exploration Internship Program (CEIP) Coordinators at area high schools and representatives of career services offices on college campuses and career and college readiness programs
- Mold group ideas into a feasible efficient program
- Interview, select and mentor high school student interns
- Assist with student recruitment and retention
- Assist with program development and execution, including leading pre and post program meetings
- Co-facilitate, develop and execute career education workshops
- Provide career mentorship to assist students with exploring various career opportunities
- Promote Institutes to the for profit and nonprofit business communities
- Gather, analyze and report program data to provide clear and concise documentation of program activities
- Monitor confidential databases
- Travel 50% of the time; must have a reliable vehicle and valid driver's license
- Participate in overnight retreats and college and career exploration tours
- Other tasks as assigned

EVENTS RESPONSIBILITIES:

- Assist with coordinating, planning, and executing special program events
- Assist with developing and adhering to event budgets, timelines and work plans
- Set up registration and ticketing, including attendee RSVP tracking and overseeing the check-in processes
- Assist with securing vendors (venues, catering, talent/entertainment, etc.) and event speakers



- Lead pre- and post event meetings
- Lead setup and breakdown process of career education workshops and events
- Ensure a follow-up and thank you plan is in place and executed
- Provide clear and concise documentation of event and program activities
- Other tasks as assigned

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 developing and executing workforce development projects and programs for teens and young adults
- 3+ years of experience facilitating group conversations for teens and young adults
- 3+ years of experience organizing and completing time sensitive tasks in an efficient way
- 3+ years of experience in the construction and design or fashion and beauty industry is a plus not requirement
- Strong, clean 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 a fast paced, 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. We are looking for a passionate, entrepreneurial individual who has 3+ years of experience developing and executing organized, transformative workforce development programs and events. We value lived experience as much as academic experience.

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 + EMPLOYEE BENEFITS

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

SCHEDULE:

- Monday - Thursday: 11am – 8pm
- Friday: 9am - 3pm
- Some earlier days and weekends; at least 1 Saturday or Sunday per month to engage in community activities.

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