MISSION ACCOMPLISHED TRANSITION SERVICES

Outreach + Education Facilitator

MISSION STATEMENT: To prepare rising young professionals and entrepreneurs for the workforce by providing access to industry specific coaching, mentoring, and sponsorship.

POSITION SUMMARY: The **Outreach + Education Facilitator** collaborates with and mentors teen student interns to co-design and co-implement workforce development programming for youth. In this role, you will lead interactive workshops and job readiness experiences that foster self-efficacy, self-empowerment, self-agency, and economic mobility. Working alongside teen interns ensures educational initiatives remain relevant and age-appropriate while helping interns develop key business leadership skills in the workforce. This is a great fit for someone who has experience teaching, sales, customer service, academic advising/student affairs, community organizing, social work/counseling, being a brand ambassador, etc.

SUCCESS PROFILE: To be successful as an **Outreach + Education Facilitator**, you should possess hands-on experience driving community outreach initiatives alongside a proven track record of mentoring teens and young adults. A strong, proactive "can-do" mindset is essential for this role. Above all, the ideal candidate must bring a deep dedication to expanding access to job and career readiness learning experience for teens and young adults while actively promoting racial, social, and economic justice in the workplace.

EDUCATOR RESPONSIBILITIES:

- Co-curate and facilitate workshops addressing career readiness and academic goals for youth alongside youth.
- Execute educational experiences with high quality across diverse environments, including schools and community spaces.
- Maintain thorough program records and reporting metrics for monthly, annual, and funder accountabilities.
- Connect students and alumni with targeted workforce experiences, professional development pathways, and critical wraparound resources.
- Align daily operations with strategic organizational targets, driving activities that ensure we successfully meet deliverables.
- Design and lead specialized professional development opportunities internally for team members and externally for partners.
- Collaborate on fundraising activities such as contributing to grant proposals, campaigns, and resource acquisition to support student interns with accessing key workforce supplies, equipment, registration fees, etc.

OUTREACH RESPONSIBILITIES:

- Direct community engagement initiatives, actively representing the organization at vendor fairs, informational sessions, and regional partnerships.
- Increase awareness of available youth workforce development programs and community services.
- Build meaningful alliances with secondary schools, community partners, and regional employers.
- Identify prospective partners, industry mentors, and community vendors to elevate program outcomes.

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COMMITTEE PARTICIPATION

- Engage in organizational working groups and internal committees as assigned.
- Serve as an organizational ambassador during external community engagement activities.
- Spotlight programming excellence, expansion, and positive student outcomes.

PROFESSIONAL EXPERIENCE + SKILLS - The ideal team member brings 3+ years of success in:

- Managing projects, event execution, program management, or instructional delivery focused on community outreach and educational empowerment.
- Guiding teens and young adults through career exploration and successful workforce transitions.
- Thriving within a dynamic, fast-paced mission-driven environment.
- Demonstrating measurable success in program implementation and project oversight.
- Mobilizing community outreach initiatives across diverse urban, suburban, and rural areas.
- Providing impactful leadership mentorship to young professionals.
- Collaborating alongside community stakeholders to achieve shared equity goals.
- Representing organizations at public events like vendor fairs, and networking functions.

PHYSICAL REQUIREMENTS:

- Ability to lift up to 15+ lbs occasionally.
- Regular bending, reaching, and active movement.
- Capability to maintain stationary seated or standing positions for extended durations.

EDUCATION QUALIFICATIONS:

- Flexibility is honored based on lived and professional experience. We seek an advocate passionate about social, racial, and economic justice who excels at building community trust, championing youth self-agency, and elevating organizational visibility.

TECHNOLOGY QUALIFICATIONS:

- Professional communication platforms (i.e. email)
- Google Workspace, Podio, or comparable project management tools
- Microsoft Office Suite
- Digital content creation, media, or photography skills are welcomed, though **not** mandatory.

COMPENSATION

- $26.00 per hour
- Health care and mileage reimbursement
- Monthly mobile phone stipend
- Provided dinners 2-3 times weekly during active programming
- Paid onboarding, mentorship, and continuous professional development training
- Paid time off, accrued vacation, and sick leave

TIME COMMITMENT:

- Part-Time Opportunity: 30 hours weekly
- Tuesday - Thursday: 12:00 PM - 9:00 PM; Friday: 10:00 AM - 4:00 PM

- Occasional weekend engagement (minimum 1 Saturday or Sunday per month) for outreach events.

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