



Entrepreneur Program Associate - Intern Position (Advanced Institutes; Business Incubators)

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 career and business education organization
- Mission Accomplished is an organization is committed to advocating for social, racial and economic justice in the workforce
- Our industries of focus are fashion, construction, beauty, mural painting and interior decorating

SUCCESS PROFILE OF THE ENTREPRENEUR PROGRAM ASSOCIATE: This is the perfect internship position for a student pursuing a degree in business, communications, social work, interdisciplinary or education.

To be successful in this role you must be a personable, detail-oriented individual who has a passion for helping others thrive in their entrepreneurial and business pursuits. As the Program Associate you will have a commitment to working alongside the team to assist with program management, development and delivery, student relations, marketing, sales and resource development.

This role is ideal for individuals looking to gain hands-on experience helping entrepreneurs sustain their businesses, increase sales and visibility and further develop as business owners. Lastly, to be successful and happy in this role you must have a passion for and some experience advocating for social justice for disenfranchised and underestimated groups.

COMMUNITY MANAGEMENT + ENGAGEMENT RESPONSIBILITIES:

- Develop and apply engagement strategies within our student chat
- Develop and apply engagement strategies for our alumni community

RESEARCH RESPONSIBILITIES:

- Research business opportunities for student entrepreneurs and alumni
- Research and develop reports focused on industry trends that will be useful to students and team



STUDENT SUPPORT + RELATIONS RESPONSIBILITIES:

- Assist with deepening and maintaining strong relationships with students to ensure loyalty
- Collaborate with internal teams on sales, marketing, and service development
- Provide clients with updates and reports on their services or products
- Provide resources, guidance and support to active student participants and engage with alumni
- Keeping accurate records of client interactions and transactions
- Compile data from student satisfaction surveys and writing reports based on the feedback
- Implementing strategies to improve the overall client experience and satisfaction levels
- Assist during quarterly weekend retreats in person or virtually

GENERAL PROGRAM SUPPORT:

- Assist with program marketing and sales activities
- Edit and compile materials for students
- Anticipate and assist with the ordering of goods and services
- Assist with vendor recruitment and retention for special events, retreats and coaching sessions
- Assist with event and retreat planning and execution
- Participate in other projects and tasks as needed

PROFESSIONAL EXPERIENCE + SKILLS:

- Compassionate and able to relate to different clients with various needs
- Computer literacy to maintain and manage case records
- 2+ years' experience with the position responsibilities
- Research skills, including ability to find relevant information and summarize clearly and succinctly
- Exceptional critical thinking skills
- Ability to problem solve when faced with a challenge
- Willing to do tedious work to ensure project success
- A track record of taking initiative
- Flexibility and enthusiasm for taking on projects
- Ability to thrive in a fast-paced environment

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 System
- Web, graphic design, photography, content creation and/or videography skills a plus

**BENEFITS:**

- Travel reimbursement
- Creative work culture
- Opportunities to work remotely
- Opportunities to support entrepreneurs with innovative ideas

COMPENSATION:

- None
- College credit received

SCHEDULE:

- Sunday (hybrid): 6pm - 8pm (virtual)
- Tuesday and Wednesday (hybrid): We will work together to establish a schedule that works for you and the team

If you are interested in this position, complete the application at <https://podio.com/webforms/25321158/1874671>. 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.