



Teen Program Associate - Intern Position (Teen Institutes)

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 TEEN PROGRAM ASSOCIATE: To be successful in this role you must be a personable, detail-oriented creative problem solver who has a passion for helping teens and young adults prepare for and enter the workforce as employees or entrepreneurs. As the Teen Program Associate you will have a commitment to working alongside the team to assist with program management, development and delivery, case management, and resource development.

This role is ideal for individuals looking to gain hands-on experience helping teens prepare for college and career after high school. You will assist in developing and implementing key parts of internship program that assists them with gaining real world experience and qualifications.

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 as well as program development and execution.

RESPONSIBILITIES:

CASE MANAGEMENT:

- Manage a caseload of 3-5 students to assist with job search, college and trade school applications and other activities related to workforce development
- Coordinate and advocate for students overall care
- Assess student employment skills, interests, and needs
- Assist students with developing career goals and plans



RESEARCH:

- Research job, career and advanced education opportunities
- Research industry trends that will be useful to students and team

STUDENT RECRUITMENT + RETENTION:

- Provide support with student recruitment efforts
- Manage internal and external email communicate with potential student applicants and school partners
- Provide resources, guidance and support to active student participants and engage with alumni
- Arrange for students to take part in job training or educational programs to enhance their employability
- Help students prepare for job interviews
- Monitor clients' progress towards their employment goals and updating their employment plans as needed
- Coordinating with other support services, such as mental health, to provide holistic support

GENERAL PROGRAM SUPPORT:

- 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 and sessions
- Assist with event 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 other businesses and organization

COMPENSATION:

- None
- College credit received

SCHEDULE:

- 4pm-8:30pm Tuesday, Wednesday and Thursday

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.