

Service Projects Associate, The Mission Continues

Industry: Social Enterprise / Social Entrepreneurship

City: New York City

State: New York

ABOUT THE ORGANIZATION:

The Mission Continues is a 501(c)(3) not-for-profit organization whose mission is to challenge post-9/11 veterans to rebuild a sense of purpose through community service. The Mission Continues accomplishes its mission through its Fellowship Program for post-9/11 veterans, which challenges them to do six-month fellowships at local non-profits in their community addressing a local need and a Service Project Program for veterans and civilians to serve alongside one another and make a tangible impact on their community.

The Mission Continues is a rapidly growing organization that has been recognized by the Draper Richards Foundation, New Profit, and Manhattan Institute, as one of the country's most socially innovative, non-profit organizations. Through November 2011, it has awarded 196 fellowships to veterans and empowered more than 16,000 volunteers to serve in their communities. Fundraising efforts have grown from raising \$27,000 in 2007 to a projected \$8M in 2011 revenues.

As the organization grows, The Mission Continues is looking to add team members who can help the organization achieve the scale necessary to reshape the way the nation welcomes home veterans. The organization is fully dedicated to the personal and professional development of every member of the team.

ABOUT THE POSITION:

The Mission Continues is currently seeking a Service Projects Associate to expand our nation-wide Service Projects Program that brings together veterans, active duty military personnel, and civilians through community service. Service Projects Associates organize and execute service projects across the country in coordination with volunteer leadership. This full-time position is based in New York City and will report to the Director of Service Projects and Vice President of Programs.

Responsibilities include the following:

- Organize and execute service projects in locations around the country
- Identify project leaders from within our network of high level volunteers
- Support leaders with project directions, expectations, and materials
- Track project activities using Excel Spreadsheets and Salesforce database
- Leverage our network of volunteers and Fellows to increase attendance at service projects
- Use project management tools on The Mission Continues website

(Responsibilities continued)

- Collect qualitative and quantitative data (photos, quotes, surveys) from each project to demonstrate community impact
- Recognize and steward volunteers and project leaders
- Manage administrative processes related to service projects
- Provide support for organizational partners

CANDIDATE QUALIFICATIONS:

Candidates should possess the following traits:

- Bachelor's Degree preferred
- Experience with volunteers and project management preferred
- Self-starter with excellent problem-solving skills and a desire to take on new challenges
- Strong ability to coordinate, prioritize, and execute multiple activities
- Detail-oriented with strong organization, time-management, and follow-up skills
- Excellent written and verbal communication skills
- Strong interpersonal skills and ability to work both independently and in teams
- Ability to easily and quickly learn and utilize new technology well
- Strong proficiency in Microsoft Word, Excel, and PowerPoint. Familiarity with Salesforce a plus.
- Must have ability to travel across the country; location flexibility is a plus.
- Commitment to our goal of joining veterans, active duty service members and civilians together in service.

COMPENSATION AND BENEFITS:

Compensation is commensurate with experience. The Mission Continues offers medical, dental, and vision benefits for full-time employees.

TO APPLY:

To apply for this position, please send a letter of interest and resume to: serviceprojects@missioncontinues.org by December 16, 2011. Please include in your subject line the position name and location for which you are applying. For additional information about The Mission Continues please visit www.missioncontinues.org