Fellowship Program Specialist
Organization: The Mission Continues
Location: Houston, TX or St. Louis, MO

ABOUT THE ORGANIZATION:

The Mission Continues is a 501(c)(3) nonprofit organization whose mission is to empower veterans to serve their country in new ways. Through the organization’s Fellowship Program, post-9/11 veterans complete six-month fellowships at local nonprofit organizations, addressing key educational, environmental and social issues. Additionally, Fellows and Service Platoons complete service projects in local communities, taking on challenging issues facing their city, and creating a positive and transformative impact in these locations.

The Mission Continues is a rapidly growing organization that has been recognized by New Profit, the Social Venture Network and the Manhattan Institute as one of the country’s most socially innovative nonprofit organizations. Through April 2015 the organization has awarded over 1,200 fellowships to veterans and engaged thousands of volunteers to serve in their communities.

The Mission Continues has been named to the 50 Best NonProfits to Work for in the country by *The NonProfit Times* and one of the Best Places to Work by *Outside Magazine*. As the organization grows, The Mission Continues is looking to add team members who can help the organization achieve the scale necessary to ensure veterans focus their talents and skills on a new mission, providing them with a new unit and community connections, and helping them identify a new theater of operations where they can put their skills to work. The organization is fully dedicated to the personal and professional development of every member of the team.

About the Position
The Mission Continues is seeking a full-time Fellowship Program Specialist in its St. Louis, MO, or Houston, TX offices. The Fellowship Program Specialist is responsible for managing and coaching veteran volunteers throughout the six-month Fellowship Program. The Program Specialist is responsible for managing the relationship with the host nonprofit where the veteran volunteers, managing the veteran’s performance against programmatic goals, and coaching the veteran through a curriculum focused on setting and achieving goals in the pursuit of continued education, full-time employment, and lifelong volunteer service. The Fellowship Program Specialist is also responsible for leading quarterly orientations, organizing and facilitating networking opportunities within their caseload, and coordinating resources for program participants in his or her region, to include veteran-specific services. This position supervises Fellowship Program operations in the southeast programming region (Maryland, Virginia, Kentucky, Georgia, North Carolina, South Carolina, and Tennessee) and reports to the Fellowship Program Manager.
Responsibilities include the following:

Coaching of program participants
- Maintain quality contact with current Fellows during their fellowships allowing them to be successful at their host site, remain on track to execute their exit strategy goals, and ensure requirements of fellowship are completed.
- Support and address needs of Fellows during their fellowships outside of the fellowship commitment, including resume building, securing a knowledgeable mentor, opportunities for continued advancement, etc.
- Refer Fellows to community resources to resolve emergency problems in crisis situations.
- Track all current Fellows using the Salesforce database and learning management software.
- Track all fellowship assignments and goals, ensuring that fellowship stipends are deposited on the dates outlined on the Fellows’ goal outlines as well as after all requirements for that period of the fellowship are completed.

Program Development
- Provide logistical support for the successful execution of quarterly fellowship orientations.
- Serve as a liaison with regional team, supporting veteran outreach/recruitment and Service Platoon Program goals through fostering and facilitating local partnerships with universities student veteran organizations, local veteran service organizations, and veteran resource providers.
- Organize a pool of resources, including articles, readings, and exercises to support the goal achievement of program participants.

Required Experience and Qualifications
- Proven ability to build and maintain relationships.
- Bachelor’s/undergraduate degree required.
- Personnel management experience (military or civilian), and advisory/coaching in a goal-orientated program strongly preferred.
- Experience executing against goals in an environment of significant program growth with strong outcome measures and benchmarks.
- An exceptionally high level of integrity, trust and accountability with demonstrated sound discernment and judgment.
- Ability to maintain a professional demeanor in high-stress situations.
- Flexible work schedule including occasional early morning, evenings, and weekends.
- History of involvement in social sector organizations and/or military service background. Extensive experience working with non-profit organizations preferred.

Compensation and Benefits
The Mission Continues offers medical, dental, vision, life, LTD, and 401k benefits for all full-time team members.

To Apply
Email your letter of interest, resume, and three professional references to Sarah Bradburn at sbradburn@missioncontinues.org. Visit http://www.missioncontinues.org to learn more about the organization.