



Administrative Education Coordinator

Full Time, Exempt: 40 hours/week (Base Office: Grand Rapids, MI)

DATE	January 2023
APPLICATION DEADLINE	Open until filled
POSITION TITLE	Education Coordinator
DEPARTMENT	Education
REPORTS TO	Education Director

Junior Achievement of the Michigan Great Lakes (JAMGL), and its District Operations are establishing a one-of-a-kind Free Enterprise Center which will serve a large portion of JAMGL's 50-County footprint. JA is looking for dynamic and accomplished team members who want to be a part of these exciting organizational changes and growth. Come be part of this award-winning non-profit organization dedicated to improving the lives of our area youth.

POSITION CONCEPT

Ensures smooth operation of JA educational programs in West Michigan by developing and maintaining positive working relationships with volunteers, businesses, teachers, and school personnel within the private/parochial school network. Responsible for veteran volunteer re-enlistment and the procurement of new volunteers and volunteer sources to fill all scheduled classes in area private schools. Maintains and assists in maintaining accurate and complete education constituent records in database management system. Assists in the entering and maintenance of class information.

Additionally, assists the education staff with daily operations of Junior Achievement's elementary, middle and high school programs. Includes assistance with volunteer recruiting and training, program servicing, administrative procedures and special events. Will serve as a student liaison for capstone programs and coordinator of materials.

PRIMARY RESPONSIBILITIES

- **COMMUNICATION:** Composes and drafts confidential letters and reports utilizing word processing (PC). Handles phones, fax, and e-mail communications in highly professional manner. Prepares supporting information for meetings and presentations.
- **MEETINGS:** Prepares materials for committee meetings, education meetings and special project meetings. Attends meetings and distributes follow up data to attendees and absentees.
- **DATA BASE MANAGEMENT, ANALYSIS & DEVELOPMENT:** JA uses Blackbaud Constituent Relationship Management (BCRM) which is an enterprise wide, web delivered CRM database which contains all donor and program information. They will be effective and efficient in tracking meetings, interactions with educators, volunteers and contacts, pull reporting on classes, and any additional administration needs. Records and updates constituent and class event information in database management system, including all fields required by JAMGL and JA USA. Assists Education staff in maintaining database information on all programs and participants. Maintains teacher and volunteer registration, biography, policies, evaluation forms and verification forms for all programs.
- **SPECIAL PROJECTS AND EVENTS:** Handles special assignments. Represents the office in highly professional manner. Assists with planning logistics of educational event(s); inform volunteers,



teachers, school administrators and business executives of event; plans and distributes appreciation materials. Assists Education staff in preparing materials for volunteer orientation programs as needed.

- **SCHOOL COORDINATOR RELATIONS:** Renews veteran consultant commitments through timely and appropriate means of contact. Coordinates the placement and scheduling of trained consultants. Takes a lead role to renew veteran consultant volunteer commitments each semester.
- **VOLUNTEER RECRUITMENT:** Through the development of new relationships with individuals, businesses, and civic organizations, recruits and places new volunteers in appropriate classes. Establishes new, on-going relationships with business and civic organization liaisons who will serve as partners in volunteer placement. Ensures that all new volunteers receive the required training and assists supervisor in carrying out training sessions as required.
- **SCHOOL MANAGEMENT:** Initiates new private school relationships to introduce JA programming into local classrooms. When appropriate, establish school coordinators and orient all educational staff for a successful relationship. Establish lines of communication between teachers, volunteers and Junior Achievement office to monitor classes when they have begun.
- **INVENTORY MANAGEMENT:** Maintains inventory of program materials to meet needs of the Education staff within guidelines established in the budget. Assists department with monitoring the return of materials if classes are not taught.
- **SCHOLARSHIP PROGRAM:** Manages and administers scholarship program. Assists Education staff in the growth of the program.

SECONDARY RESPONSIBILITIES

- Attend all scheduled board meetings, staff meetings, and education department meetings as assigned.
- Participate in JAMGL special events in accordance with the Junior Achievement Special Events policy.
- Provide weekly status reports to supervisor regarding work, timelines, issues, etc.
- Engages in problem solving with all matters related to volunteer placement and program execution, taking a positive approach at all times.

EDUCATION/EXPERIENCE REQUIRED

Required: 3 years administrative experience, excellent computer literacy (Microsoft Office), outstanding character and integrity, outstanding communication skills, attention to detail, and function effectively under pressure.

EDUCATION/EXPERIENCE (DESIRED)

Associates or Bachelor's Degree, work with data bases or CRM data bases, experience in non-profit settings.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.



Send cover letter, salary history, and resume to:
Junior Achievement Human Resources, 4090 Lake Drive SE, Grand Rapids, MI 49546 or email
Katrina.begrow@ja.org. No phone calls please.