



JA Program Coordinator – Full Time (Base Office: Battle Creek/Kalamazoo)

DATE	July 2021
APPLICATION DEADLINE	Open until filled
POSITION TITLE	Program Coordinator-Southwest Michigan
DEPARTMENT	Education
REPORTS TO	JASWM District Director

POSITION CONCEPT

To ensure smooth operation of the Junior Achievement educational programs in Southwest Michigan by developing and maintaining positive working relationships with volunteers, businesses, teachers, and school personnel. Responsible for veteran volunteer re-enlistment and the procurement of new volunteers and volunteer sources to fill all scheduled classes. Maintains and assists in maintaining accurate and complete education constituent records in database management system. Assists in the entering of class information and the understanding of the timely submission of class registrations with the National office. Provides student and volunteer information to education and development staff as requested through writing/running database queries and reports.

PRIMARY RESPONSIBILITIES

- 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.
- 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.
- Works to establish local ties and gain on-going volunteer support from agencies and organizations with which JA has a national partnership.
- Assists in the planning and execution of volunteer recognition and retention events as needed.
- Work with education staff to prepare and submit letters and articles regarding volunteer opportunities for placement in school publications, local media, and organization publications.
- Ensures that all new volunteers receive the required training and assists supervisor in carrying out training sessions as required.
- Records and updates constituent and class event information in database management system, including all fields required by JAMGL and JA USA.

- Composes and runs constituent queries, exports, and reports as needed for the education department. Performs mail merges as appropriate to process letters, labels, reports, and other communication.
- Assures program quality by providing service and support to teachers, volunteers, and liaisons through phone calls, emails, class or school visits, and written communications as appropriate or directed.
- Retrieves or completes paperwork as needed, such as class registrations, class request forms, evaluations, time sheets, and expense reports. Assists in processing and submitting all class registrations to JA USA in a timely fashion.
- Initiates new school relationships to introduce JA programming into local classrooms. When appropriate, establish school coordinators and orient all educational staff for a successful relationship.
- Help manage, recruit, plan, and work day of education events (i.e. JA Titan Business Challenge, JA Girls Dream Fair, etc.)
- Participate in regional advisory board meetings as needed and provide education documentation for meeting as requested.

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: Strong oral/written communication skills, presentational skills, salesmanship skills, organizational/planning skills, problem-solving skills, and computer literacy inclusive of the ability to design and run database queries. Bachelor degree or higher in business or education preferred.

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 Executive Assistant, Amy Cammell, at amy.cammell@ja.org. No phone calls please.