



## **JA Associate – Full Time (Base Office: Battle Creek/Kalamazoo)**

---

<b>DATE</b>	August 2021
<b>APPLICATION DEADLINE</b>	Open until filled
<b>POSITION TITLE</b>	Associate-Southwest Michigan
<b>DEPARTMENT</b>	Development and Education
<b>REPORTS TO</b>	JASWM District Director

---

### **POSITION CONCEPT**

To ensure smooth operation of the Junior Achievement operations in Southwest Michigan by developing and maintaining positive working relationships with volunteers, businesses, teachers, and school personnel. Support JASWM staff, committees and board administratively. Responsible for the coordination of events as assigned. Provide leadership for the region in database management and reporting.

---

### **PRIMARY RESPONSIBILITIES**

- Responsible for local administrative and financial operations for one or more departments. Coordinates with JAMGL accounting staff.
- Ensures JASWM operations adhere to organizational policies and support the goals and mission of the organization.
- Follows departmental standards or procedures. Handles paperwork, and performs day-to-day administrative tasks.
- Coordinates board meeting logistics and materials.
- Communicates sensitive information with staff and board members in a professional, courteous, and timely manner using sound judgment and discretion.
- Coordinates and schedules meetings. Prepares agendas and minutes when needed.
- Receives and responds to correspondence.
- Provides database management including annual information entry and report functions.
- Prepares reports and presentation materials.
- Provide leadership for fundraising and programmatic events. Including but not limited to: committee coordination, logistics, fundraising, securing in-kind gifts, communications, planning and general coordination.

- Assists Program staff in coordination of curriculum delivery. Including but not limited to: assist with volunteer recruitment; communication with educators and volunteers; database entry and reporting; inventory management and coordination of training sessions.
- Performs other duties as assigned.
- Willingness to assist staff in delivering JA content to students each semester.

### **Secondary Responsibilities**

- Attend all meetings as assigned.
- Participate in JASWM 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 program support and event execution, taking a positive approach at all times.

---

### **EDUCATION/EXPERIENCE REQUIRED**

*Required:* Strong oral/written communication skills, presentational skills, organizational/planning skills, problem-solving skills, and computer literacy inclusive of the ability to design and run database queries. Bachelor or associate degree in business or education preferred. Ability to work independently on multiple projects under strict deadlines and maintain confidentiality.

---

**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.*