



---

**JA Education Assistant – Part Time: 25 hours/week (Base Office: Grand Rapids, MI)**

---

<b>DATE</b>	August 2021
<b>APPLICATION DEADLINE</b>	Open until filled
<b>POSITION TITLE</b>	Education Assistant
<b>DEPARTMENT</b>	Education
<b>REPORTS TO</b>	VP of Education

---

**POSITION CONCEPT**

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**

- Establish lines of communication between teachers, volunteers and Junior Achievement office to monitor classes when they have begun.
- 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.
- Assists Education staff in preparing materials for volunteer orientation programs as needed.
- Assists with planning logistics of educational event(s); inform volunteers, teachers, school administrators and business executives of event; plans and distributes appreciation materials.
- Manages and administers scholarship program. Assists Education staff in the growth of the program.
- 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.
- Assists Education staff in recruitment of new volunteers.
- Maintains inventory and prepares materials for student visits to capstone facility.
- Serves as a capstone visit liaison for students providing direction, instruction and any general needs.
- Assist with administrative duties affiliated with the rural boards. This includes but is not limited to meeting scheduling, distribution of board materials and the taking of and composition of minutes.

- Follows departmental standards or procedures. Handles paperwork, and performs day-to-day education administrative tasks.
- Receives and responds to correspondence.
- Prepares reports and presentation materials as needed.
- Will provide reception functions as needed.
- 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 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 program support 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.*