



PROGRAMS COORDINATOR

The Opportunity

Junior Achievement of Eastern North Carolina (JAENC) is seeking a part-time Programs Coordinator to support high school learning experiences. This position will report to the Education Manager and is approximately 20 hours per week. JAENC seeks a passionate, driven team player with a commitment to JA's mission of changing the lives of young people by helping them connect what they learn in school to the outside world. Individuals from all backgrounds are encouraged to apply, **including those returning to the workforce after a break or choosing to move from a full-time to a part-time position.**

Organization Overview

Junior Achievement of Eastern North Carolina (JAENC) empowers students to build financial health and make positive financial decisions that impact their future. Through JA's experiential learning programs, students develop skills in financial literacy, entrepreneurship, and work readiness. JA's purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement reaches thousands of students annually in relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, own their own businesses, and develop readiness for careers or college.

Position Overview

The Programs Coordinator is responsible for all tasks related to JA Job Shadow, a half-day site immersion program, and JA Inspire, an experiential career fair to be held in early 2025. Additionally, the coordinator will maintain the school and volunteer database. The successful candidate should be organized, reliable, diligent, personable and an independent worker who is detail oriented.

Primary Responsibilities

- Develop, expand, and maintain programs within public, private, and charter schools and nonprofits to achieve strategic plan goals.

- Develop and maintain educator relationships. Recruit new schools and teachers to participate in alignment with organizational strategy.
- Ensure quality of programs through phone calls, classroom monitoring and evaluation
- Provide feedback, program materials, and resources to volunteers and teachers.
- Develop and implement recognition programs that are of interest and value to participants, including events, scholarships, awards, and gifts.
- Maintain strong understanding of new and existing products.
- Fulfill recruitment, placement, and training of volunteers in collaboration with Coordinator, Volunteers and Events.
- Develop and deliver presentations to businesses when appropriate.
- Manage records and information relating to school and volunteer activity.
- Ensure completion of general records and correspondence with educators, volunteers, and prospects. File class registration forms, work cross-functionally with team members to meet volunteer needs, and ensure procurement and delivery of all program and curriculum materials.
- Adhere to all program reporting requirements and alignment with implementation standards to ensure proper verification of all programs.
- Oversee assigned program execution in schools and business sites.
- Support other organizational initiatives as appropriate, such as assisting with coordination of competitions, onsite events, etc.
- Collaborate with all JANEK team members in fulfilling responsibilities.
- Attend training offered by JEANC/JA USA to continue striving for professional improvement.
- Other projects as required, including event support on weeknights, weekends, and holidays.

Experience, Skills, and Expectations

- Bachelor's degree in related field or equivalent combination of education and experience.
- Demonstrated large scale program management, planning, and leadership skills.
- Ability to recruit, build and sustain relationships. Recruiting and/or sales experience a plus. Proven record of success engaging and collaborating with people from diverse socio-economic, race and cultural backgrounds. Experience with Diversity, Equity, and Inclusion.
- Proven ability to organize and prioritize multiple tasks.
- Established relationships with area schools, businesses, and other organizations. Educational background preferred.
- Personal qualities of integrity, credibility, and a commitment and passion for JAENC's mission.
- Proactive and entrepreneurial. Demonstrated strength in cross-functional team collaboration.
- Strong oral/written communication, interpersonal, presentation, and critical thinking skills. Computer literate. Has experience with CRMs.
- Reliable transportation required.

Salary

This part-time position, which is in a hybrid work environment, is for up to 20 hours a week with a salary range of \$23.00-\$25.00 per hour.

How to Apply

Interested candidates should submit a cover letter and resume to info@jaenc.org. Please include "Programs Coordinator" in the subject line. **Priority deadline is August 9, 2024.**

Equal Opportunity Employer

It is the policy of the Junior Achievement of Eastern North Carolina to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law.