



Part Time Program Coordinator Central Washington

COMPANY SUMMARY:

Junior Achievement: Empowering young people to own their economic success®

Junior Achievement of Washington's purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement reaches over 75,000 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.

Junior Achievement associates are known for their passion for the JA mission that brings together business and education to work with students in kindergarten through high school, so they are empowered to own their economic success. Members of the JA team interact with community leaders who support JA with their time, treasure, and talent. Junior Achievement of Washington offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

PROGRAM COORDINATOR

The part time program coordinator serves programs in Central Washington. This position is budgeted for up to 999 hours per year, not exceeding more than 30 hours per week. Duties of a program coordinator will directly tie into the goals of their regional team. Main duties include volunteer recruitment, education, training & servicing and project coordination.

Primary Responsibilities:

- Recruit sufficient teachers and volunteers to achieve annual student participation goal
- Contact host teachers and new/returning volunteers to schedule their programs
- Invite new teachers to host programs
- Follow up on new volunteer referrals
- Assures program quality through phone calls and emails, classroom monitoring and evaluations
- Schedule and conduct training for teachers and volunteers
- Provide on-going support to JA teachers and volunteers
- Assure programs are completed and verified within JA implementation guidelines
- Track programs in BCRM to ensure completion
- Manage information on worksheets and in database management system
- Attend community and JA events, as needed
- Other duties as assigned

EDUCATION/EXPERIENCE REQUIRED:

- Bachelor's degree or equivalent work experience with emphasis in school systems and sales.
- Two years general business experience with demonstrated program management abilities.
- Fluent in standard business English with the ability to speak, read and write at professional level.
- Proficiency in Microsoft Office Suite

- Strong oral/written communication, interpersonal, organization/planning and problem-solving skills.
- Familiarity with area schools and school districts, community and businesses.
- Ability to work independently on multiple programs with strict deadlines.
- Valid Driver's License and proof of insurance.
- Experience in local education or business and/or familiarity with area schools and businesses

PHYSICAL REQUIREMENTS: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus