



Program Coordinator

Innovation Team

COMPANY SUMMARY:

Junior Achievement of Northern Indiana's (JANI) purpose is to inspire and prepare youth to achieve economic freedom through financial literacy, work and career readiness, and entrepreneurial experiences.

JANI seeks candidates that are passionate in their work, committed to excellence, have a high level of integrity, value relationships, and believe in the power of collaboration.

POSITION:

The Program Coordinator assures the quality and effectiveness of the implementation of programs and initiatives and ensures all program activities meet quality and program implementation models and standards. **This is a part-time position approximately 20 hours per week and is responsible for innovation programming and initiatives. This position is based out of Allen County.**

PRIMARY RESPONSIBILITIES:

- Support innovation program and initiative implementation and ensure program quality and adherence to JA USA implementation standards
- Identify, recruit, train, and coordinate the volunteer experience
 - Implement orientation/training programs
 - Schedule attendees and provide program materials and resources to trainees
- Assure quality of program through phone calls, emails, participant servicing, and evaluation instruments
- Solicit educator and volunteer feedback to improve program quality
- Submit data for class verification in customer relationship management system (BCRM) by deadlines
- Other duties as assigned; infrequently including some early mornings, weeknights, and weekends

SKILLS:

- Excellent communication skills
- Ability to manage multiple priorities
- Organized and detail oriented
- Advanced computer skills
- Strong problem-solving abilities
- Ability to discover new opportunities
- Proven excellent reasoning and judgement
- Ability to work in a team environment
- Ability to meet new people and build rapport easily
- Self-motivated
- Strong presentation skills
- Ability to follow established documentation processes

EDUCATION/EXPERIENCE:

- Associate degree or equivalent experience preferred
- Previous recruitment and/or sales experience preferred

Please email cover letter with resume or direct any questions about the position to:

Sarah Garrison | Vice President of Program Innovation
Junior Achievement of Northern Indiana

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