



Inspiring Tomorrows™

Program Coordinator In-School

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 delivery of in-school programming, manages the volunteer and teacher experiences, 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 programming in Allen County.**

PRIMARY RESPONSIBILITIES:

- Train educators and coordinate to schedule the delivery of programs.
- 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, class monitoring, participant servicing, and evaluation instruments.
- Solicit educator and volunteer feedback to improve program quality.
- Supervise program implementation and ensure program quality and adherence to JA USA implementation standards during classroom experiences.
- Monitor and manage program inventory and supplies to contribute to overall expense control.
- Submit data for class verification in customer relationship management system (BCRM) by deadlines.

SKILLS:

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| <input type="checkbox"/> Excellent communication skills | <input type="checkbox"/> Proven excellent reasoning and judgement |
| <input type="checkbox"/> Ability to manage multiple priorities | <input type="checkbox"/> Ability to work in a team environment |
| <input type="checkbox"/> Organized and detail oriented | <input type="checkbox"/> Ability to meet new people and build rapport easily |
| <input type="checkbox"/> Advanced computer skills | <input type="checkbox"/> Self-motivated |
| <input type="checkbox"/> Strong problem solving abilities | <input type="checkbox"/> Strong presentation skills |
| <input type="checkbox"/> Ability to discover new opportunities | |

EDUCATION/EXPERIENCE:

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

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

Karen Cooper | Vice President – Capstone Experiences
Junior Achievement of Northern Indiana
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