

COMPANY SUMMARY:

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

Junior Achievement of New Mexico's (JA of NM's) purpose is to inspire and prepare young people to succeed in a global economy. JA of NM reaches thousands of students annually with 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 across the country are known for their passion for the JA mission, which brings together business and education to work with students in kindergarten through high school so they are empowered to own their economic success. JA of NM offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

POSITION CONCEPT: The Program Coordinator will operate within established procedures and guidelines to assist the organization by providing support in areas related to programs, and other projects as needed.

PRIMARY RESPONSIBILITIES:

- Coordinate all program activity, including but not limited to, class/educator confirmations; volunteer confirmations; volunteer/educator introductions and matches; and stewardship communication.
- Events
 - Assist with planning logistics of events.
 - Inform volunteers, teachers, school administrators, and business executives of events.
 - Attend and coordinate events, sometimes as the only representative of JA of NM
 - Create and distribute appreciation materials.
- Maintain CRM database information on all programs and participants.
- Handle general records and correspondence with volunteers and prospects; file class registration forms; communicate with colleagues about volunteer needs; and supervise procurement and delivery of all program materials.
- Order, distribute, and maintain inventory of all program materials.
- Assist in the recruitment of educators and program volunteers.
- Maintain program and volunteer registration, volunteer/educator biographies, standards forms, and evaluation forms for all programs.
- Assist with stewardship of the volunteers and representatives of JA of NM corporate and local business partners.
- Gain and maintain understanding of new and existing products.
- Supervise office volunteers.
- Greet visitors and answer phones as needed; provide customer service and support.
- Provide telephone and email communication to volunteers, teachers, and community members.
- Assure program quality through teacher and volunteer communication, mailings, and other forms of stewardship.
- Prepare materials for volunteer orientation programs.
- Other projects and tasks, as required.

EDUCATION/EXPERIENCE REQUIRED:

Bachelor's degree or three years of related experience. Volunteer coordination experience preferred. Excellent oral and written communication skills; interpersonal skills; organization and planning skills; and evidence of problem solving and creative ability. Excellent computer literacy (Microsoft Office, Google & Dropbox products). Can function effectively under pressure.

OTHER REQUIREMENTS: Some out-of-town travel required. The Program Coordinator will be required to use own vehicle.

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.

SALARY & POSITION DESCRIPTION:

- \$14.58 to \$15.98 per hour DOE
- This position is classified as full-time, non-exempt

BENEFITS:

- Health Care Plan
- Dental Plan
- Generous Vacation, Sick and Holiday Leave
- 403(b) Retirement Plan (Begins 2nd Year of Employment)
- Group & AD&D Life Insurance
- Long-Term Disability Insurance

TO APPLY:

- Please send cover letter and résumé to Erin Hagenow at president@newmexicoja.org by February 9, 2018.