



Part Time Program Coordinator - Santa Clara County

COMPANY SUMMARY:

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

Junior Achievement of Northern California's purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement reaches almost 90,000 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 Northern California 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 Education department by providing administrative support in areas related to Programs, Special Events, and other projects as needed. The position is part-time, roughly 25 to 30 hours a week and located in San Jose.

PRIMARY RESPONSIBILITIES:

- Provide all program support including class confirmations, volunteer confirmations, new volunteer training, volunteer/teacher startups, and service calls.
- Submit class registration forms and required reports to Junior Achievement USA.
- Assists Education staff in maintaining database information on all programs and participants. Enter, file, and maintain all data for program projects and events.
- Order, coordinate tracking and distribution, and maintain inventory of all program materials.
- Greet visitors and answer phones as needed; provide customer service and support.
- Provide telephone and email communication to volunteers, teachers, and community members.
- Assist with major fund raising and education events as needed, which may require working weeknights, weekends, and holidays.
- Assure program quality through teacher, volunteer phone calls, mailings, and service.
- Prepare materials for volunteer orientation programs.
- Assist with planning logistics of event(s); inform volunteers, teachers, school administrators, and business executives of event(s); plan and distribute appreciation materials.
- Maintain educator and volunteer registrations forms for all programs.
- Other projects as required.

EDUCATION/EXPERIENCE REQUIRED:

- College degree. 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, Access and Excel).
- Demonstration of willingness and adaptability within the educational, business, and variety of working environments.
- Demonstration of working with youth, preferably within the school settings.
- Demonstration of working with parent teacher associations and clubs.

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.

DIVERSITY STATEMENT: Junior Achievement is the recognized leader in "empowering young people to own their economic success[®]" through volunteer-led, experiential learning. We are dedicated to providing a positive, enriching learning experience free of bias. Junior Achievement welcomes K-12 students, volunteers and potential staff regardless of race, religion, age, gender, national origin, disability, sexual orientation or any other legally protected characteristic.

Send cover letter and resume to Carrie Grant at cgrant@janorcal.org with Program Coordinator – Santa Clara County in the subject line. Deadline for submission is December 20, 2018.