



COMPANY SUMMARY:

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

Junior Achievement of East Texas's purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement reaches approximately 5,000 students annually throughout East Texas 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 East Texas offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

POSITION CONCEPT: The part-time position of Program Coordinator will operate within established procedures and guidelines to assist the President in areas related to Programs, Special Events, and other projects as needed. This person will facilitate activities between teacher, program and volunteers, uphold quality standards for the organization, and maintain educator relationships at all levels.

REPORTS TO: Junior Achievement East Texas President

PRIMARY RESPONSIBILITIES:

- Maintain strong understanding of new and existing products
- Greet visitors and answer phones as needed; provide customer service and support
- Help recruit program volunteers to meet program goals
- Prepare materials for volunteer orientation programs
- Order, coordinate tracking and distribution, and maintain inventory of all program materials
- Develop and maintain educator relationships
- Provide program support, class/volunteer confirmations, volunteer training, and volunteer/teacher coordination
- Assist in maintaining database information on programs and participants.
- Prepare materials for Board and Committee meetings
- Assist with fundraising and education events
- Other projects as required

EDUCATION/EXPERIENCE REQUIRED:

- Three (3) years of office clerical or administrative support experience; or an equivalent combination of education and experience to successfully perform the essential duties of the job.

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.

TO APPLY: Please email your resume and cover letter to Lynne Henderson at Lynne@jaeasttexas.org