



JA Program Coordinator

DEPARTMENT	Education
JOB TYPE	Full-time
REPORTS TO	District Director
LOCATION	Lansing, MI

Benefits include paid holidays, vacation, and sick days as well as 401K after one year of employment.

TO APPLY

Please go to [Junior Achievement of the Michigan Great Lakes on Indeed](#) to apply online today!

JOB DESCRIPTION

To ensure smooth operation of the Junior Achievement (JA) educational programs in the greater Lansing area by developing and maintaining positive working relationships with volunteers, businesses, teachers, and school personnel. Responsible for veteran volunteer engagement and the procurement of new volunteers within the business community to fill classes, events, and programs. Identifies new classroom program opportunities and renews existing classroom programs on an annual basis. Maintains accurate and complete education, volunteer, and business constituent records in database management system. Provides student and volunteer participation information to education and development staff as requested through general communication, database queries and generating reports.

PRIMARY RESPONSIBILITIES

- Renews veteran volunteer commitments through timely and appropriate means of contact. Coordinates the placement and scheduling of trained volunteers. Takes a lead role to renew veteran volunteer commitments each semester for participation in JA programming.
- Through the development of new relationships with individuals, businesses, and civic organizations, recruits and places new volunteers in appropriate programs, classes and/or events.
- Establish new, on-going relationships with business and civic organization liaisons who will serve as partners in volunteer participation and programming.
- Recruit and screen diverse business partners from various industry sectors
- Works to establish local ties and gain on-going volunteer support from agencies, businesses, and organizations.
- Assist in the planning and execution of volunteer recognition events as needed.
- Prepare and submit letters and articles regarding volunteer opportunities for placement in school publications and organization publications.
- Ensures that all new volunteers are fully trained

- Records and updates constituent and program information in database management system
- Assures program quality by providing service and support to teachers, volunteers, and business liaisons through phone calls, emails, class or school visits, and written communications as appropriate or directed.
- Initiates new school relationships to introduce JA programming into local classrooms. When appropriate, establish school coordinators and orient all educational staff for a successful relationship.
- Help manage, recruit, plan, and participate in day-of education events.

SECONDARY RESPONSIBILITIES

- Attend all scheduled events, board meetings, staff meetings, and Education Department meetings as assigned. This may include some evenings or weekends
- Provide weekly status reports to supervisor regarding work, timelines, issues, etc.
- Engage in problem solving with all matters related to volunteer placement and program execution, always taking a positive approach.
- Attends networking events and actively engages within the community to bring brand awareness and volunteer opportunities.

EDUCATION/EXPERIENCE

Required: Strong oral/written communication skills, presentation skills, sales skills, organizational/planning and problem-solving skills, and strong computer literacy.

Preferred: Computer literacy inclusive of the ability to design and run database queries. Bachelor's degree or higher in business or education preferred.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.