



**Junior
Achievement**TM
of Southeastern Pennsylvania

Events Coordinator
Part-Time/20 hours per week
Hybrid work environment

COMPANY SUMMARY:

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

Junior Achievement of Southeastern PA's purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement served 20,000 students last year 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 Southeastern Pennsylvania offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

POSITION CONCEPT:

The Events Coordinator must be able to anticipate project needs, discern work priorities, and meet deadlines. They should have a passion for special event management; provide outstanding communication to JA staff, vendors and event attendees and volunteers; be an enthusiastic professional; and be capable of building strong and positive relationships with donors and partners. This position requires a highly organized, creative, detail oriented and motivated person.

Area: Communications and Development

Reports to: Communications and Development Director

Status: Part-Time, Salaried

Primary Responsibilities:

- Create and manage event timelines, budgets, programs and task lists for all JA-hosted fundraising events.
- Lead all event planning meetings and discussions, including with the development and senior leadership teams.
- Support development of content and design for all event marketing materials.
- Track event revenue and expense budgets and provide periodic progress reports to development team for each event project.
- Organize event concept, graphic design/production/printing, run-of-show and presenter scripts, and event marketing plan.
- Build a community with event partners and donors through social media channels.
- Manage all aspects of event logistics including, attendee list, on-site registration, name tags, etc.
- Manage the staff and volunteers working at the event.
- Create event sponsorship packages alongside Director
- Manage the follow-up with attendees, vendors, sponsors and staff members following each event to show impact of event and ensure that sponsor ROI is met.

This position is hybrid and requires the ability to work a flexible schedule, including evenings and weekends as required. The individual must also have the ability and willingness to travel within the state to meet with prospects and donors.

EDUCATION/EXPERIENCE REQUIRED:

- Bachelor's degree
- At least 1 year experience in event planning
- Passion for Junior Achievement's mission and desire to make a difference
- Understanding of brand management
- Outstanding written and interpersonal communications skills, with experience in writing for a range of audiences
- Detail oriented and organized, with an ability to manage multiple projects under tight deadlines
- Superior communications skills
- Attention to detail
- Experienced user of MS Outlook, Word, Excel and PowerPoint

Interested candidates should submit a cover letter and resume to Joy Isabelle at joy.isabelle@ja.org.