



Junior AchievementTM

of Southeastern Pennsylvania

Program Coordinator, Experiential Learning

Hybrid Work Environment, travel within Southeastern PA required

Salary Range: \$40,000-50,000 (Full-Time)

Reports to: Program Director, Experiential Learning

COMPANY SUMMARY:

Junior Achievement of Southeastern PA equips young people for economic mobility and the pursuit of their own ambitions. In collaboration with educators, community organizations, and businesses, we ensure young people (5-25) have access to high quality financial education and career-readiness learning experiences to inspire possibilities, prepare them for careers, and build skills to succeed. With a focus on under-resourced communities and expanded programming for middle and high school students, we provide foundational and scalable solutions that elevate all young people in Southeastern Pennsylvania to be future-ready.

POSITION CONCEPT: The Program Coordinator, Experiential Learning is an integral part of the delivery of our mission and will support the growth and expansion of key JASEPA initiatives. The unique position will support programs with nonprofit partners, business and education communities in Greater Philadelphia, Berks County, and the Lehigh Valley. The primary focus of this role is supporting the implementation and expansion of **Experiential Learning Centers (ELCs)**, Junior Achievement's signature hands-on student experiences focused on financial literacy and career-connected learning.

PRIMARY RESPONSIBILITIES:

- Support the implementation of ELCs, including supporting simulation specialists and occasionally facilitating simulations.
- Manage registration and onboarding for 1,000+ volunteers annually, from various sources. Act as the first line of communication for volunteer inquiries.
- Coordinate with Program Manager, Experiential Learning and Corporate Engagement Manager on volunteer recruitment, management, and reporting.
- Assist in the inventory tracking for all simulation resources (tablets, props, program materials, etc.).
- Provide technical support and troubleshoot common issues with simulation software and/or mobile unit materials. Maintain upkeep of technology materials including charging.
- Travel to and from simulation venues and support transportation of program materials.
- Lead the set up of physical simulation pop-up build out ahead of simulation and break down following simulation.
- Provide the highest level of instructional excellence of the program and customer service for all stakeholders (educators, students & volunteers).
- Ensure all stakeholders (educators, students & volunteers) adhere to safety measures as required by venues/schools.
- Manage records and information relating to school and volunteer activity.
- Adhere to all program reporting requirements and alignment with implementation standards to ensure proper verification of all programs.

- Support Diversity & Inclusion efforts throughout entire program lifecycle from students and volunteers to partners.
- Support other organizational initiatives as appropriate. Collaborate with all JASEPA team members in fulfilling responsibilities.
- Attend training offered by JASEPA/JA USA to continue striving for professional improvement.
- Other projects as required, including event support on weeknights, weekends, and holidays.

EDUCATION/EXPERIENCE REQUIRED:

- Bachelor's degree in related field or equivalent combination of education and experience.
- 1-2 years of JA or related business development or non-profit experience.
- Prior experience working with young people is a plus.
- Strong oral/written communication, interpersonal, presentation, and critical thinking skills. Computer literate. Experience with CRMs.
- Proven record of success engaging and collaborating with people from diverse socio-economic, race and cultural backgrounds. Experience with Diversity, Equity, and Inclusion.
- Proven ability to organize and prioritize multiple tasks.
- Personal qualities of integrity, credibility, and a commitment and passion for JASEPA's mission.
- Proactive and entrepreneurial. Demonstrated strength in cross-functional team collaboration.
- Reliable transportation.

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 accommodation 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 weights (25-100 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus. The employee will need a valid driver's license and will need to be able to drive a van (with materials). Clear driving record required.

Interested candidates should submit a resume and cover letter to Annie Blankemeyer at annie.blankemeyer@ja.org