



Junior AchievementTM

of Southeastern Pennsylvania

Job Title: Program Coordinator

Location: Southeastern PA (Office is located in Philadelphia)

Organization: Junior Achievement of Southeastern PA

Salary Range: \$45,000-\$50,000

About Us

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.

Job Summary

The Program Coordinator is an integral part of the delivery of our mission and will support the growth and expansion of key JASEPA initiatives. The position will take the lead on program operations functions including the coordination of key departmental activities. The Program Coordinator will further work closely with the Senior Director and Program Managers to support programs, events, and other projects as needed with nonprofit partners, business and education communities in Greater Philadelphia, Berks and the Lehigh Valley.

Key Responsibilities:

Volunteer & Stakeholder Engagement

- Coordinate volunteer recruitment efforts and maintain a database of individual and business partners.
- Develop and manage recruitment materials and digital assets (e.g., social media, training resources).
- Communicate with volunteers, educators, and community members via phone and email.
- Support volunteer placement, training, and outreach presentations.

Data Management & Reporting

- Ensure compliance with program reporting standards and maintain accurate records.
- Assist with database management and data entry for programs and events.
- Create and manage tracking systems using Microsoft tools and JA USA platforms.
- Lead cross-functional reporting efforts for grants, marketing, and leadership requests.

Evaluation & Recognition

- Develop and implement stakeholder recognition and stewardship initiatives.
- Lead program evaluation efforts, including survey creation, data analysis, and reporting.

Inventory & Materials

- Coordinate ordering and tracking of program materials and supplies.
- Maintain inventory procedures and ensure alignment with budget and delivery timelines.

Program & Event Support

- Assist with program implementation, including volunteer and classroom coordination.
- Support organizational events and initiatives, including occasional evening/weekend activities.
- Collaborate with team members and participate in ongoing training and development.
- Other projects as required, including event support on weeknights, weekends, and holidays.

Qualifications:

- 2 or more years of nonprofit or related experience. Bachelor's degree preferred but not required.
- Excellent computer literacy (Microsoft Office) with strong aptitude for data management and attention to detail. CRM experience with building queries and custom reports a plus.
- Proven ability to organize and prioritize multiple tasks. Oral and written communication skills, interpersonal skills, and evidence of problem solving and creative ability. Proactive with demonstrated strength in cross-functional team collaboration.
- Personal qualities of integrity, credibility, and a commitment and passion for JASEPA's mission.
- Reliable transportation required.

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 light weights

(25-50 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

Benefits

- Competitive salary and benefits package.
- Flexible work environment.
- Opportunity to make a meaningful impact in the community.

How to Apply:

Interested candidates should submit a resume and cover letter to Laura Yohe at laura.yohe@ja.org.