



Junior AchievementTM

of Southeastern Pennsylvania

Program Coordinator
Hybrid Work Environment
Salary Range: \$45,000-\$50,000 (full-time)
Reports to: Vice President, Learning Experiences

COMPANY SUMMARY:

Junior Achievement of Southeastern Pennsylvania (JASEPA) is a nonprofit organization dedicated to helping young people, ages K-25, develop the skillsets and mindsets to build thriving communities. We are one of 102 chapters nationally and JA Worldwide extends across the globe. One of our core beliefs is the power of partnership and mentorship to transform the lives of young people – helping them be prepared for the world of work, be entrepreneurially minded, and to be financially confident.

JASEPA served 20,000 students last year in relevant, hands-on learning experiences in Philadelphia and beyond. This is an exciting time to join our growing team as we embark on a strategic planning process that will transform the way we impact young people and communities for years to come. We are seeking candidates eager to be a part of that transformation from the beginning to help us create a winning model for the communities we serve.

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 age 25 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. Visit us at <https://southeasternpa.ja.org/> to learn more.

POSITION CONCEPT: 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 Vice President, Learning Experiences 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.

PRIMARY RESPONSIBILITIES:

Volunteers/Stakeholder Communication

- Coordinates Volunteer Recruitment for program and JASEPA staff to support volunteer recruitment goals. Develops and maintains database of individual and business partners. Facilitates development of comprehensive department needs tracking and recommends volunteer partner strategy to meet overall department goals. Supports Program Managers and other JASEPA staff in tracking leads and provides support for follow up as needed.
- Develops and maintains volunteer recruitment assets with an emphasis on DEI. This includes social media, web, coordinator training assets etc. Takes lead to coordinate and organize department and JASEPA efforts to fill volunteer requirements with emphasis on representing the communities that we serve.

- Provides telephone and email communication to volunteers, teachers, and community members. Receives and documents all department inquiries and responds or assigns to appropriate program staff.
- Supports Program Managers and other JASEPA staff as needed for recruitment, placement and training of volunteers. Develops and delivers presentations to businesses when appropriate.

Records/Reporting

- Coordinates and monitors department adherence to all program reporting requirements and alignment with implementation standards to ensure proper verification of all programs.
- Assists Program staff in maintaining database information on all programs and participants. Ensures timely and quality data entry for program projects and events by monitoring records and assisting Program staff as needed.
- Assesses organizational data needs and creates and maintains tracking and reporting systems accordingly.
- Facilitates adherence to JASEPA, department, donor and JA USA standards and requirements by overseeing department records in database and server files. Tracks, communicates and ensures all deadlines are met by proactively leading Program staff activities and providing support where required.
- Coordinates registration records for adherence to JA USA and leads the annual program verification process with support from Vice President, Learning Experiences.
- Takes the lead on coordinating cross-functional responses for grant reporting, marketing, president, board and other requests. With support from Vice President, Learning Experiences, assigns tasks to Program staff and collects and compiles responses to meet all deadlines.
- Creates or liaises with Operations/Marketing team on department needs for media or website requests. Ensures Program information in online sites is up to date.
- Creates, troubleshoots and maintains GoogleSites, JA Engage and other customer-facing digital assets.

Evaluation/Recognition/Stewardship

- In coordination with Program and JASEPA staff, develops and executes stakeholder recognition and stewardship activities. Proactively seeks best practices and facilitates implementation within department budget and in coordination with marketing team.
- In coordination with Development/Marketing team, coordinates JASEPA participation in national recognition campaigns and facilitates JASEPA participation – e.g. Volunteer Week, Teacher Appreciation, Etc.
- With support from Vice President, Learning Experiences, leads department efforts to assess program quality and educational outcomes for participants. Creates surveys, analyzes results and develops evaluation methodologies using best practices and JA USA resources. Leads program team on execution.

Inventory

- Coordinates and orders program materials as requested by Program Managers and approved by Vice President, Learning Experiences to support volunteer receipt prior to training. Escalates challenges appropriately and provides a high level of support to Coordinators to fulfil needs. Supports Program Managers in kit delivery as needed.
- Maintains records to adhere to program supply inventory pre-orders and proactively communicates with program team on status.
- Develops and coordinates maintenance of program inventory supply procedures and tracking. Periodically conducts inventory maintenance and updates records accordingly. Maintains organized supply area.

Program and Event Implementation Support

- Supports Program Managers in program implementation as needed including class confirmations, volunteer confirmations, new volunteer training, volunteer/teacher startups, and service calls.

- Staffs program activities as needed ensuring a high commitment to program fidelity and stakeholder experiences.
- Maintains strong understanding of new and existing products and organizational strategy.
- Proactively leads efforts to promote online program resources (ILE) to educators and parents in alignment with Department goals.
- Supports Diversity & Inclusion efforts throughout entire program lifecycle from students and volunteers to partners.
- Supports other organizational initiatives as appropriate, such as assisting with logistics of competitions, onsite events, etc.
- Collaborates with all JASEPA team members in fulfilling responsibilities.
- Attends trainings 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 preferred but not required.
- 2 or more years of JA or related business development or non-profit experience.
- 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. Demonstrated planning, leadership and relationship skills including the ability to recruit, build and sustain relationships.
- Personal qualities of integrity, credibility, and a commitment and passion for JASEPA’s mission.
- Proactive and entrepreneurial. Demonstrated strength in cross-functional team collaboration.
- Recruiting and/or Sales experience a plus. Understanding of brand management.
- Oral and written communication skills, interpersonal skills, organization and planning skills, and evidence of problem solving and creative ability.
- Excellent computer literacy (Microsoft Office, Access and Excel), and can function effectively under pressure. Has experience with CRMs.
- 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 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.

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