



Junior AchievementTM

of Southeastern Pennsylvania

Job Title: Administrative Support Specialist – Finance, Development & Executive Office

Location: Southeastern PA (Office is in Center City Philadelphia)

Organization: Junior Achievement of Southeastern PA

Hours: 20 per week

Compensation: \$20 - \$25/hour

Reports to: Finance and Operations Senior Manager

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.

Position Summary

We are seeking a highly organized and proactive Administrative Support Specialist to provide cross-functional support to our Finance and Development teams, as well as the President. & CEO. This role is ideal for someone who thrives in a

mission-driven environment and enjoys juggling multiple priorities with grace and discretion.

Key Responsibilities

Finance Support

- Assist with invoice processing, expense tracking, and budget reconciliation
- Maintain accurate financial records and support audit preparation
- Coordinate with vendors and manage payment schedules

Development Support

- Maintain online giving platforms and generate reports
- Support fundraising campaigns, donor acknowledgments, and event logistics
- Assist with grant tracking and proposal submissions

Executive Support

- Support the President & CEO with a variety of administrative tasks.
- Provide administrative support for stakeholder engagement (including Board, elected officials and key partners)

Qualifications

- 3+ years of administrative experience, preferably in a nonprofit setting
- Strong proficiency in Microsoft Office and donor/financial software (e.g., QuickBooks, Salesforce, or similar)
- Excellent communication, time management, and problem-solving skills
- Ability to handle confidential information with integrity

To Apply

- Please submit your resume and a brief cover letter to Ann Durkin at ann.durkin@ja.org