



Junior Achievement™ of Southeastern Pennsylvania

Program Coordinator, Experiential Learning
Part-Time: Up to eight weeks of school year 2024-25
Reports to: Senior Program Manager

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 position will support programs with nonprofit partners, business and education communities in Greater Philadelphia, Berks, and the Lehigh Valley. This position is responsible for working with the JA SEPA Education Team to assist with the daily operations of the JA Finance Park Mobile simulation, and ensure that the programs provide a high-quality, meaningful experience for students, volunteers, and educators. The primary focus will be supporting logistics and day-to-day functions of implementing the Finance Park Mobile simulation. The simulation will run for up to eight operating weeks (three to four days per week) for its launch in the 2024-25 school year. In following school years, the simulation will run for up to twenty weeks.

JA Finance Park is Junior Achievement's capstone program for personal financial planning and career exploration. This program, comprising a curriculum and a simulation, helps students build a foundation on which they can make intelligent financial decisions that last a lifetime, including decisions related to income, expenses, savings, and credit. This educator-led classroom curriculum culminates with a visit to *JA Finance Park* real world learning experience where students engage with volunteers and put into practice what they have learned by developing a personal budget. This revolutionary state-of-the-art mobile facility is created with portable, custom-built elements that can fit into a truck and travel to any Southeastern PA location. The display components are then put together to give a visual impression of brick-and-mortar storefronts at JA Finance Park. Storefronts included in the mobile experience can be banks, hospitals, restaurants, retail stores, museums, city halls, and much more.

PRIMARY RESPONSIBILITIES:

- Travel to and from simulation venues and support transportation of program materials.
- Support set up of physical simulation pop-up build out ahead of simulation and break down following simulation.
- Support Program Manager, Experiential Learning in morning volunteer training and check-in on simulation days.
- Supervise student arrivals, event flow, and departures for each simulation.

- Throughout the simulation, ensure volunteers are on schedule and feel supported.
- 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.
- 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.
- Prep and reset to ensure that program resources and all essential materials for students and volunteers are prepared and ready prior to arrival.
- Utilize non-simulation days to innovate and elevate the current student programs, as well as strategize program growth.
- 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. Excellent presentation and showmanship skills.
- Proven record of success engaging and collaborating with people from diverse socio-economic, race and cultural backgrounds. Experience with Diversity, Equity, Inclusion, and Belonging.
- 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.
- Strong oral/written communication, interpersonal, presentation, and critical thinking skills. Computer literate. Has experience with CRMs.
- 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 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 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