



## **Learning Experience Coordinator – Position Description (Part-Time Remote)**

### **About the Organization:**

The mission of Junior Achievement is to empower young people to own their economic success through financial literacy, workforce readiness, and entrepreneurship education in K-12 schools throughout our region. Junior Achievement of Northeastern New York serves 11 New York counties. During the 2020-21 school year, JA of Northeastern New York will serve roughly 12,000 students, thanks to the efforts of 500 business/community volunteers. JA of Northeastern New York has been recognized by JA USA for financial stability, student growth, and overall management efficiency.

### **Position Description:**

Reporting to the Education Manager, the Learning Experience Coordinator will implement and manage daily operations of JA Traditional programs, serving students in grades K-6. This position will build relationships with educators, manage corporate/school sponsorships, recruit and train classroom volunteers, and ensure that all administrative procedures are implemented. 20 hours per week. Flexible scheduling.

### **Duties and Responsibilities:**

- Maintain and grow JA's Traditional programs throughout Northeastern New York.
- Recruit new volunteers and schools to participate in JA programs and build relationships with existing volunteer/school coordinators and business community partners.
- Ensure quality and thoroughness of database by tracking all programs, volunteers, schools, educators and companies.
- Work closely with education staff to leverage current partnerships with schools and volunteer companies/organizations.
- Collaborate with community partners, i.e. Chamber of Commerce, Rotary, other non-profits etc.
- Learn and become fluent in all JA curriculums and conduct training sessions for volunteers to ensure program quality.
- Follow the quality standards set by JANENY and adhere to the implementation model set by JA USA.
- Assist with fund-raising events, student conferences and other JA activities as required.
- Develop and deliver presentations to a variety of constituents including educators, volunteers and funders.
- Meet or exceed requirements of grant-funded programs.

### **Qualifications:**

- Bachelors degree required
- Experience in non-profit programming and/or education field with proven program implementation preferred
- Competitive and results-driven with the ability to motivate others
- Strong relationship management and team building skills with the ability to work with a variety of constituents, including event sponsors, corporate leaders, and individuals
- Excellent organization, presentation, and communication skills
- Proven experience, passion and commitment to providing superior customer service
- Ability to work as a self-starter in a team environment, inspiring others
- Excellent technology literacy, including Microsoft Office

**How to Apply:** Please email a cover letter and resume to Tovah Lisky, President; [tlisky@janeny.org](mailto:tlisky@janeny.org)