



Program Assistant - 20 hours weekly  
Eligible for PTO and Holidays

### **COMPANY SUMMARY:**

Junior Achievement: Empowering young people to own their economic success®

**Junior Achievement of Alabama's** purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement reaches almost 33,000 students annually in relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, own their own business, and develop readiness for careers or college.

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 high school 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. JA of Alabama offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

**POSITION CONCEPT:** The Program Assistant will assist the Program Director and Program Team with daily operations of all Program related activities with particular emphasis on support of both volunteers and participating classroom teachers. This position assures all volunteer, teacher and school data is entered in the JA database timely and accurately according to JA standards. The primary responsibilities for all Program Team members are school relationship development, volunteer management and the retention of volunteers and schools.

### **PRIMARY RESPONSIBILITIES:**

- Assure adherence to program implementation models and file/enter all needed class registration forms and program variances.
- Execute volunteer and teacher surveys.
- Submit forecasts and interim reports to the Program Director.
- Develop and maintain good educator relationships.
- Coordinate recognition programs that are of interest and value to participants.
- Accurately manage all data and paperwork related to JA Programs.
- Enter volunteer, teacher and school information in the JA database.
- Update data as needed.
- Maintain school files.
- Transmit data to JAUSA as required by JA standards.
- Correct data errors.
- Reconcile JAUSA program information with JA of Alabama program information.
- Generate thank you letters for teacher and volunteers.
- Assist Program Team with various reporting requirements.
- Oversee general records and correspondence with volunteers.
- Manage basic admin functions for the program team.
- Other projects and duties as required.

### **EDUCATION/SKILLS REQUIRED:**

- High School diploma or equivalent.
- 3 years administrative support experience.
- High degree of accuracy and speed
- Excellent interpersonal skills and attention to detail

- Strong oral/written communication skills
- Proficient in Microsoft Office
- Strong organization skills
- Ability to carry out instructions accurately and in a timely manner
- Familiar with Zoom, Microsoft Teams, Canva and Publisher
- Pass a criminal background check

**EDUCATION/EXPERIENCE DESIRED:**

- Bachelor's degree
- 5 years administrative support experience
- Non-profit experience

**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.

**To Apply:**

Please submit cover letter and resume with three references to [lynne.lansdell@ja.org](mailto:lynne.lansdell@ja.org) include Program Assistant in the subject line.

The position is currently available.