



## **EDUCATION PROGRAM COORDINATOR, Birmingham, AL (Part-Time, 20-25 hrs/week)**

### **COMPANY SUMMARY:**

Junior Achievement: Preparing today's students for tomorrow's economy.

**Junior Achievement of Alabama's** purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement reaches 31,000 students annually across Alabama with relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, own their own businesses, and develop readiness for careers or college.

**POSITION CONCEPT:** Junior Achievement is seeking a part-time Education Program Coordinator to assist with the recruitment, training and support of both volunteers and participating classroom teachers. The primary responsibilities of the Education Program Coordinator are maintaining current volunteer and school relationships and training volunteers to deliver the JA program. The successful candidate will have many of the characteristics of a salesperson, but this is not a sales position. This is a relationship building position.

### **Areas of Responsibility:**

School relationship development/management

- Working knowledge of schools in Metro Birmingham.
- Ability to present and explain JA mission and programs.
- Meet goals for school participation.
- Manage current school relationships.
- Retain participation with current schools/teachers.
- Problem resolution/relationship management with teachers/principals.
- Develop new relationships with schools/school systems per goals.

Program Management

- Maintain quality programs by adhering to JA national guidelines.
- Effective problem resolution and quality of follow-up with participants.
- Follow records and data management procedures to ensure accurate program info.
- Maintain excellent program records (including volunteer and teacher data, school information, presentation reports, etc.).
- Manage program partnerships to ensure timely process and continual improvement.
- Contribute to continuous quality improvement through suggestions/securing feedback.

### **Education / Experience**

- Bachelor's Degree
- Self-motivated
- Experience with education programs in a non-profit organization.
- Experience or familiarity with both education and business environments.
- Excellent oral and written communications skills.

- Proficient in Microsoft Office products including Word, Excel, Access, PowerPoint, Publisher, and Outlook.
- Prefer some familiarity with Google Classroom and other online file sharing applications.
- Ability to solve problems.
- Pass a criminal background check and be a U.S. citizen, a U.S. national or lawful permanent resident alien in the United States.
- Must have a valid drivers' license, reliable vehicle and insurance, and the ability to operate the vehicle.

### **Schedule**

- 20-25 hours per week.
- Workdays are dependent on school program requests.
- Hours for this position are 8:30 to 2:30, depending on class schedules.
- Travel to local schools is 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 accommodation 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 send your resume with a cover letter and references to:  
Lynne Lansdell at [lynne.lansdell@ja.org](mailto:lynne.lansdell@ja.org)

The position is currently available.