



JA Program Coordinator

DEPARTMENT	Education
JOB TYPE	Full-time
REPORTS TO	District Director
LOCATION	Kalamazoo/Battle Creek, MI

Benefits include paid holidays, vacation, and sick days as well as 401K after one year of employment.

TO APPLY

Please go to [Junior Achievement of the Michigan Great Lakes on Indeed](#) to apply online today!

ABOUT US

Are you passionate about shaping young minds and fostering a spirit of entrepreneurship? Junior Achievement (JA) of Southwest Michigan is a dynamic nonprofit organization dedicated to empowering local youth through innovative educational programs. As we embark on an exciting journey to establish a unique Free Enterprise Center serving a significant portion of our 50-county footprint, we're seeking enthusiastic team members to join us in this transformative growth.

YOUR IMPACT

As a Program Coordinator, you'll play a pivotal role in ensuring the seamless operation of Junior Achievement's educational initiatives across Southwest Michigan. By cultivating and nurturing positive relationships with volunteers, businesses, educators, and school personnel, you'll be instrumental in delivering high-impact experiences to our region's youth. You'll take charge of veteran volunteer retention, source new volunteers, and manage volunteer placements to enrich our scheduled classes. Additionally, you'll maintain accurate education records, facilitate timely class registrations, and provide vital insights to our education and development teams through data analysis and reporting.

WHAT YOU'LL DO

- **Champion Volunteer Engagement:** Renew commitments with veteran consultants, coordinate consultant schedules, and lead the re-enlistment efforts each semester.
- **Forge Strong Partnerships:** Establish new relationships with individuals, businesses, and civic organizations to recruit and place new volunteers in appropriate classes. Foster ongoing partnerships with liaisons from business and civic organizations.
- **Expand Our Reach:** Collaborate with national partners to secure local volunteer support and further enhance our impact.
- **Elevate Recognition and Retention:** Contribute to the planning and execution of volunteer appreciation events while ensuring exceptional volunteer retention.

- **Drive Awareness:** Collaborate with our education team to create compelling content about volunteer opportunities for school publications, local media, and organizational communications.
- **Empower with Training:** Ensure that new volunteers receive necessary training and support the supervisor in organizing training sessions.
- **Database Management:** Maintain up-to-date constituent and class event information using our database management system. Run queries, generate reports, and conduct mail merges for effective communication.
- **Provide Exceptional Support:** Foster strong relationships with teachers, volunteers, and liaisons through various communication channels and visits to ensure program quality.
- **Efficient Processes:** Assist in administrative tasks, including paperwork completion, class registrations, and timely submissions to JA USA.
- **Cultivate School Relationships:** Initiate partnerships with schools, introduce JA programs, and orient educational staff for successful program implementation.
- **Elevate Education Events:** Play a key role in managing, recruiting for, planning, and executing education events that enrich students' experiences.
- **Collaborative Participation:** Attend advisory board and department meetings as required, contributing education documentation when needed.

WHAT YOU BRING

Skills: Exceptional oral and written communication, presentation, salesmanship, organizational, planning, and problem-solving skills.

Tech-Savviness: Proficiency in running database queries and using computer applications.

Education: A bachelor's degree in business or education is preferred.

If you're excited to make a lasting impact on the lives of young individuals in Southwest Michigan and are ready to be part of a dedicated team driving positive change, we encourage you to apply.

WHAT WE BRING

Robust Benefits: Including employer paid Medical, Dental, Vision, and Life insurance.

Work Life Balance: At Junior Achievement of Southwest Michigan, we recognize the importance of work/life balance for our staff members, and we offer the following programs to support your work/life balance:

- Paid Holidays
- Paid Vacation
- Separate Paid Time Off (PTO) and sick days.
- Hybrid Work (occasional work from home opportunities if necessary)

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.