



## EDUCATION COORDINATOR:

The Education Coordinator is a front-line relationship builder who works to connect the business community with our local school districts. As part of a collaborative team environment, this role provides direct support to community volunteers; training them on the Junior Achievement curriculum focused on career readiness, financial literacy and entrepreneurship. This is a part-time position with competitive wages, flexible hours during the school year and summers off.

## POSITION RESPONSIBILITIES & ACTIVITIES:

- Renew and recruit program volunteer commitments throughout the community.
- Collaborate with school personnel to successfully organize classroom student experiences.
- Support logistics before, during and after each Experiential Learning experience.
- Participates in additional experiential learning activities such as JA BizTown, JA Finance Park, JA Dream Accelerator, and newly formed partnerships to bring learning to life.
- Manage program quality through training programs and evaluations.
- Market new and updated program opportunities to teachers.
- Renew program commitments of schools and teachers.
- Local travel to schools and within business community for trainings, presentations, delivery of materials, etc.

## REQUIRED COMPETENCIES:

- Professional and effective electronic interaction with appropriate follow up as a primary means of communication.
- Act as a team player by appropriately involving others in decisions and plans that affect them. Regularly invites and builds on the ideas and input of colleagues and work groups.
- Consistently make sound decisions on everyday issues. Demonstrate a drive to work towards resolving routine and unexpected problems with innovative and alternative solutions.
- Ability to manage data appropriately and efficiently. Proven proficiency in Microsoft Office Suite products, specifically, Word, Excel and Outlook.
- Inspire and energize others to action to further Junior Achievement's mission by clarifying the purpose and impact.
- Ability to communicate effectively with a wide variety of audiences and demonstrate capacity to actively listen.

## JUNIOR ACHIEVEMENT OF EASTERN IOWA VALUES:

- Belief in the boundless potential of young people
- Commitment to the principles of market-based economics and entrepreneurship
- Passion for what we do and honesty, integrity and excellence in how we do it
- Respect for the talents, creativity, perspectives and backgrounds of all individuals
- Belief in the power of partnership and collaboration
- Conviction in the education and motivational impact of relevant, hands-on learning

**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.**