



Inspiring Tomorrows™

EXPERIENTIAL LEARNING COORDINATOR:

This essential position is a front-line relationship builder who works to connect the Corridor business community with our local students while managing logistics for all student events (Career Fairs, Career Inspire, Financial Literacy Fairs, etc). As part of a collaborative team environment, this role provides direct support to community volunteers, including recruitment and training for student events focused on career readiness, financial literacy and entrepreneurship. This is a part-time position with great flexibility and the opportunity to work primarily from home.

POSITION RESPONSIBILITIES & ACTIVITIES:

- Collaborate with school personnel to successfully organize all student event experiences.
- Recruit volunteer commitments throughout the community.
- Responsible for coordination of sponsorships, logistics and participation in conjunction with the Development Team.
- Leads planning committees, coordinates public relations and student event promotional efforts.
- Manages all logistics before, during and after each event.
- Manages budget to work within revenue and expense targets and assists with budget development.

REQUIRED COMPETENCIES:

- 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. Connect with others by taking a genuine interest and relate in an open, respectful and friendly manner.
- Identify and anticipate the expectations and needs of various Junior Achievement stakeholder.

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.