

Junior Achievement of Northern Alberta and Northwest Territories

Position Description: Part Time Program Coordinator

Location: Edmonton, Fort McMurray or Grande Prairie

Our Mission:

To inspire and educate youth about entrepreneurship, work readiness and financial literacy to prepare them to succeed in a global economy.

Our Vision:

To be recognized as *vital to the success of our youth in reaching their potential* through partnerships with business and educators that provide relevant and inspiring learning experiences, delivered by volunteers.

What We Offer:

The opportunity to empower and educate youth on a positive, collaborative and supportive team. The rewards and satisfaction of energizing and inspiring young people, volunteers, teachers and other JA stakeholders. A unique opportunity to expand your experience, skills and network in a business oriented non-profit with deep connections in the local business community. Flexible work locations and scheduling, varying between 15-30 hours/week, a competitive hourly rate and benefits. Parking, office space and mileage as needed, plus a monthly cell phone allowance. Extensive training during your onboarding and support for continuous proficiency in your role and professional development.

What You Bring:

Reporting to the Program Supervisor, the Program Coordinator is highly organized and dedicated to the exceptional logistical set up of Junior Achievement's half day In-School Programs and World of Choices career orientation events, as well as other special events such as Future Leaders Week at Nait and JA Day for Indigenous Youth at MacEwan University. You enjoy reaching out to educators and helping them explore our programs to find the best fit for their students. You are pleasant and enthusiastic when training JA volunteers from the business community, who deliver our programs in classrooms and youth organizations throughout Central and Northern Alberta. You are proficient with common digital platforms and have a willingness to learn JA software. You align with our organizational values of Integrity, Accountability, Loyalty, Balance, having a Positive Attitude, being a Team Player and Stakeholder Focused.

Accountabilities:

- Thorough knowledge of JA programs
- Assist with the development of promotional material to attract teacher and volunteer registration
- Deliver presentations about JA, in-person or online, to recruit teachers and volunteers
- Organize program delivery dates with teachers and volunteers and supply course materials
- Prepare and deliver training sessions for volunteers
- Deliver JA programs to students, when necessary
- Support teachers and volunteers during program deliveries

- Maintain regular, clear and up-to-date communication with internal and external stakeholders and partners
- Maintain accurate and up-to-date records on program deliveries within JA's databases
- Distribute and collect satisfaction surveys and other feedback from external stakeholders
- Assist in the fulfillment of sponsorship commitments
- Assist with special program delivery events, as needed

What We Require:

- Experience in business administration, public relations, volunteer coordination, education or a related field
- Strong knowledge of Microsoft Office Suite (Word, Excel, Outlook) and Google (Meets, Docs, Drive)
- Excellent interpersonal and communication skills
- High degree of motivation and self-direction; superior organizational skills
- References regarding our requirements for this role
- Reliable vehicle, valid driver's license and travel within your location
- Rare travel to other locations in Central and Northern Alberta
- Covid-19 full immunization, if required by AHS, Boards of Education or local authorities for entrance to schools

Desired Skills & Experience:

- A proficient contributor
 - Ability to function in a fast paced, multi-tasking environment
 - Results oriented
 - Self-starter
 - Detail oriented
- A competent communicator
 - A good listener
 - Ability to articulate thoughts and ideas concisely and professionally verbally and in writing
 - Marketing and customer service skills
 - Comfortable speaking publicly to various audiences (volunteers, students, teachers, etc.)
- A team player
 - Relationship building ability
 - Recognizes the need for team efforts and supports others
 - Leads by example
 - Willing to assist others
 - Ability to offer constructive and/or congratulatory feedback
- A skilled facilitator
 - Professional adult training capability
 - Comfortable as a presenter in front of an audience

Who to Apply With:

Please submit a cover letter and resume via email to:

Mary Shaker, Office Manager, Junior Achievement Northern Alberta
mary@janorthalberta.org

We thank all applicants for their interest, however only qualified candidates will be contacted. This position requires the successful completion of a criminal background check.

“Junior Achievement is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.”