

Junior Achievement of Northern Alberta

Role: Company Program Coordinator

Location: Edmonton, Alberta

About Us:

Junior Achievement (JA) is a non-profit organization committed to empowering young people to achieve economic success by enhancing their financial literacy, work readiness, and entrepreneurial skills. Our educational programs inspire and prepare students for the real world of work and business.

Our Mission:

To inspire and prepare young people to succeed in a global economy.

Our Values:

- Believe in the boundless potential of young people
- Advocate for the impact of relevant hands-on learning
- Teach principled, market-based economics and entrepreneurship that build a more sustainable world
- Approach our work with passion, honesty, integrity and excellence
- Seek out diverse backgrounds, perspectives, and talents in our staff, volunteers and boards to reflect the geographies and communities we serve
- Nurture the power of partnership and collaboration

Position Overview:

As the Company Program (CP) Coordinator, you will be at the heart of our dynamic educational environment. This multifaceted role involves leading the coordination and delivery of JA's flagship 18-week Company Program, fostering student and mentor engagement, organizing signature CP events, and contributing to the success of JA's other high-impact initiatives, including World of Choices.

You will play a pivotal role in creating transformative learning experiences for students by:

- Overseeing Company Program coordination
- Leading student recruitment
- Providing ongoing support and stewardship to volunteer mentors
- Managing logistics for student events

Key Responsibilities:

Company Program Coordination:

- Lead both in-school and after-school delivery of the Company Program.
- Ensure high-quality program execution through regular supervision and communication with students, mentors, and parents
- Provide on-site supervision and maintain regular communication with mentors, students, and parents.
- Organize key CP events like the Big Pitch, Executive Training, JA Tradeshow, CP Award Interviews, and CP Award Ceremonies.
- Prepare and communicate program reports with students, mentors, and the JA Northern Alberta team.

Student Recruitment

- Develop and execute targeted strategies to recruit students across Northern Alberta.
- Build strong relationships with schools, community partners, and educators to drive student participation.
- Maintain accurate records of student registration and attendance.

Mentor Stewardship

- Define and plan volunteer roles based on program requirements and organizational objectives.
- Actively source, screen, onboard, and support mentors to ensure a rewarding volunteer experience
- Foster mentor engagement and retention through ongoing relationship management

Student Events Management

- Oversee planning and delivery of CP-specific student events.
- Assist in the coordination and execution of *World of Choices* and other large-scale student-focused events.
- Ensure all events reflect JA's mission and provide high-impact experiential learning.

Additional Program Support

- Support the delivery of JA programs in schools and community settings as needed.
- Support program administration, reporting, and data tracking for funders and stakeholders.
- Collaborate with internal teams to align programming with strategic goals.

In addition to the outlined responsibilities, the Company Program Coordinator is expected to actively participate in events and opportunities that support the overall mission and goals of Junior Achievement. These additional duties are essential for fostering positive relationships with students, volunteers, schools, and the community at large and contribute to the overall success of JA.

Qualifications:

- Proven ability to manage complex program logistics, including event coordination and multi-stakeholder communication.
- Strong organizational and time-management skills to meet deadlines across multiple concurrent initiatives (e.g., Company Program, World of Choices).
- Excellent verbal and written communication skills to engage with students, mentors, parents, educators, and community partners.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and virtual collaboration tools (e.g., Zoom, Microsoft Teams). Experience with Salesforce would be an asset.
- Ability to work independently in the community and as part of a collaborative, cross-functional team.
- Must have access to reliable transportation within the Greater Edmonton Area for site visits and event support.

Desired Skills & Experience:

- Experience engaging youth through educational programming, ideally within nonprofit, innovation, entrepreneurial, or community ecosystems.
- Confident and empathetic communicator, comfortable presenting to and guiding students, educators, and corporate partners.
- Strong event planning and logistics experience, with the ability to manage multiple high-profile events (e.g., pitch competitions, awards ceremonies).
- Skilled relationship builder with a customer service mindset, able to foster sustained engagement and provide meaningful support to participants.
- Flexible and proactive problem solver, capable of adapting to the dynamic nature of program delivery.
- Marketing or outreach experience is a strong asset.

Employment Value Proposition and Work Environment:

At Junior Achievement Northern Alberta, we promise the work you do will change lives. We aspire to create a learning environment where we care about each other, have fun and have the support to reach our greatest potential.

We provide a comprehensive and competitive compensation package that includes:

- A health care spending account and life insurance
- RRSP matching
- Professional development time and spending allowance
- Paid time off for Christmas holidays
- A compressed 35-hour work week

The role is a combination of in-office and out-in-community work.

Base Salary: \$55,000-\$60,000 per year, depending on experience.

There is seasonal variation of hours and workload related to program delivery requirements. Working evenings and some weekends will be required.

How to Apply:

If you are enthusiastic about empowering the next generation and have the skills and experience to excel in this multifaceted role, we encourage you to apply! Please submit your resume and a cover letter outlining your qualifications and your passion for our mission to nblouin@janorthalberta.org with the subject line "Company Program Coordinator."

This position requires successful completion of a criminal background check.

Junior Achievement is an equal opportunity employer. We welcome candidates from all backgrounds to apply.