

Program Coordinator

Do you love working with, and on behalf of children, fostering their growth and development? Are you looking for a part time job that gives you flexibility, and allows you to give back to the community?

Junior Achievement (JA) is the bridge between education and business for our youth. Through in-classroom K—12th grade, JA BizTown and JA Finance Park programs, JA prepares youth with the skills, knowledge and attitudes for success in tomorrow's workplace. JA currently delivers business and economic programs to 55,000 youth annually in our K-12 in-classroom programs and over 13,000 in the JA BizTown program in the Phoenix metro area.

JA BizTown™ is a fully interactive, true-to-life, simulated town experience where students learn the fundamental relationship between academics and life beyond school. Students in grades four through six have the opportunity to run banks, manage restaurants, read utility meters, write checks, and even vote as they experience JA BizTown -- the new Elementary School Capstone Program of JA Worldwide® (Junior Achievement).

We are looking for a dynamic **Program Coordinator**. This is a unique position for an individual who enjoys working with children, and wants a limited work schedule. This position Interacts regularly with students, educators, and parent volunteers.

Primary Responsibilities:

- * Work 2-3 days per week during the school year, with the majority of the summer months off.
- * Manage day-to-day operations of JA BizTown or JA Finance Park to ensure high quality program delivery.
- * Manage inventory responsibilities in JA BizTown or JA Finance Park.
- * Manage program paperwork and evaluations.

REQUIREMENTS

- * Bachelor's degree or equivalent experience preferred
- * Strong oral/written communication; collaborative skills
- * Ability to perform multi-level tasks in a fast-paced environment
- * Ability to work well with others
- * Computer literacy
- * Ability to work closely with children
- * Ability to prioritize multiple tasks
- * Detail oriented
- * Ability to be on feet for long periods of time

BENEFITS

- * Competitive salary
- * Paid sick time, after 90 days
- * Paid vacation time

Resumes can be emailed to Careers@jaaz.org or faxed to 480-377-8558 for consideration. Please type "Program Coordinator" in the subject line. No phone calls please.

Must meet employment requirements including being able to pass a background check and credit report. Junior Achievement of Arizona is an equal opportunity employer.