

## **COMPANY SUMMARY:**

Junior Achievement: Empowering young people to own their economic success®

Junior Achievement of New Mexico's purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement reaches almost 15,000 students annually in relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, own their own businesses, and develop readiness for careers or college.

Junior Achievement associates are known for their passion for the JA mission that brings together business and education to work with students in kindergarten through high school so they are empowered to own their economic success. Members of the JA team interact with community leaders who support JA with their time, treasure, and talent. Junior Achievement of New Mexico offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

**POSITION CONCEPT:** The Program Assistant will operate within established procedures and guidelines to assist JA of NM by providing administrative support in areas related to programs, development, office management, special events, and other projects, as needed.

## **PRIMARY RESPONSIBILITIES:**

- Provide program support including but not limited to, preparing materials, making certificates, entering surveys, gathering volunteer forms and sign in sheets.
- Pick up and deliver various items for JA of NM.
- Assist Program staff in maintaining database information on all programs and participants.
- Greet visitors and answer phones as needed; provide customer service and support in the office and at community events.
- Assist with Calendar and Google Suite Management for all programs.
- Assist with major fundraising and education events as needed, which may require working weeknights, weekends, and holidays.
- Assure program efficiency through teacher, volunteer phone calls, mailings, and service.
- Organize and maintain items needed for school events (snacks, coffee, swag, thank you cards).
- Provide JA of NM Office support such as watering plants, wiping down surfaces, breaking down cardboard, and ensuring the office remains tidy.
- Other projects as required.

**EDUCATION/EXPERIENCE REQUIRED:** High school diploma or equivalent

**PREFERRED SKILLS:** Must be detail-oriented and excellent with time management. Possess great oral and written communication skills; interpersonal skills; organization and planning skills; critical thinking skills; and problem solving skills. Excellent computer literacy (Microsoft Office, Google Drive, Virtual Portals, etc.), and can function effectively under pressure.

**OTHER REQUIREMENTS:** Some in- and out-of-town travel required. The Program Assistant will be required to use their own vehicle, and will be compensated for mileage.

**PHYSICAL REQUIREMENTS:** The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, infrequently required to lift and carry light weights (less than 35 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

**BENEFITS:**

- Health Care Plan
- Dental and Vision Plan
- Group & AD&D Life Insurance
- Long-Term Disability Insurance
- Generous Vacation, Sick and Holiday Leave
- SIMPLE IRA Retirement Plan