

COMPANY SUMMARY:

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

Junior Achievement of New Mexico's (JA of NM's) purpose is to inspire and prepare young people to succeed in a global economy. JA of NM reaches thousands of students annually with 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 across the country are known for their passion for the JA mission, which brings together business and education to work with students in Kindergarten through high school to empower them to own their economic success. JA of NM offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

Position Summary: The Program Coordinator will operate within established procedures and guidelines to support the Executive Staff Members by providing administrative, fundraising, and coordinating support in areas related to Programs, Special Events, and other projects as needed. The ideal candidate will be passionate about New Mexico and the students who live here. The candidate will need to possess skills that support the mission and goals of our organization

Primary Responsibilities:

Programs:

- Provide all program support including class confirmations, volunteer confirmation, new volunteer trainings, volunteer/teacher match and introductions
- Submit and provide support to Programs Department with maintaining accurate online and filing database information on all programs and participants
- Coordinate, order, track, distribute, and maintain inventory of all program materials
- Greet visitors, answer phones as needed; provide customer service and constituent support
- Provide telephone and email communication to volunteers, teachers, and community members. Connect constituent with correct contact if needed
- Assist with major fundraising and program events as need, this may require working some weeknights and weekends
- Act as a professional JA representative at events supporting programs and community meetings.
- Support planning logistics of volunteer events; communicating with volunteers, teachers, school administrators, and business partners; create and distribute appreciation materials

Events:

- Assist with logistics and coordination of volunteer and educator events.
- Inform volunteers, teachers, school administrators, and business executives of events.
- Act as a professional JA Representative
- Attend and coordinate events *that may fall out of normal office hours.*
- Create and distribute appreciation materials.

EDUCATION/EXPERIENCE REQUIRED: Associates Degree and three years of related experience; Bachelor's Degree preferred. Volunteer coordination experience preferred.

PREFERRED SKILLS: Must be detailed 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.

OTHER REQUIREMENTS: Some in-and out-of-town travel required. The Program Coordinator will be required to use own vehicle, but 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