

Arconic

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Lead Staff Meetings 2. Oversee quality and quantity of completed projects 3. Supervise employees and oversee business operations 4. Prepare and give speech at Town Meeting 5. Assist with all business duties when employees are on break 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Submit business loan and make loan payments 2. Input employee payroll information 3. Keep all records of business expenses and payments
<p style="text-align: center;">CMO</p> <ol style="list-style-type: none"> 1. Create Canva digital and physical billboard to market business and services 2. Steps into Assembly Worker role once marketing piece has been completed 	<p style="text-align: center;">Production Manager</p> <ol style="list-style-type: none"> 1. Communicate and oversee safety goals for the day 2. Read and review projects to be completed 3. Provide quality inspection feedback to Assembly Workers 4. Track project goals 5. Complete City Hall project
<p style="text-align: center;">Assembly Worker</p> <ol style="list-style-type: none"> 1. Read and review projects to be completed 2. Produce quality products to pass inspection 3. Communicate and thank volunteers for their service 	



Bayer

<p>CEO</p> <ol style="list-style-type: none"> 1. Lead Staff Meetings 2. Supervise employees and oversee business operations 3. Prepare and give speech at Town Meeting 4. Assist with all business duties when employees are on break 	<p>CFO</p> <ol style="list-style-type: none"> 1. Submit business loan and make loan payments 2. Input employee payroll information 3. Keep all records of business expenses and payments
<p>CMO</p> <ol style="list-style-type: none"> 1. Create Canva digital and physical billboard to market business and services 2. Step in as Sales Manager once marketing pieces are completed 	<p>Sales Manager</p> <ol style="list-style-type: none"> 1. Price products 2. Set up sales computer 3. Decide how you will greet customers 4. Oversee sales transactions with customers
<p>Agricultural Specialist</p> <ol style="list-style-type: none"> 1. Learn about farming techniques that are friendlier to the Earth 2. Oversee a project that will teach others about composting and take other students through the activity 	



Black Hawk College

<p>CEO</p> <ol style="list-style-type: none"> 1. Lead Staff Meetings 2. Supervise employees and oversee business operations 3. Prepare and give speech at Town Meeting 4. Assist with all business duties when employees are on break 	<p>CFO</p> <ol style="list-style-type: none"> 1. Submit business loan and make loan payments 2. Input employee payroll information 3. Keep all records of business expenses and payments
<p>CMO</p> <ol style="list-style-type: none"> 1. Create Canva digital and physical billboard to market business and services 2. Step in as Sales Manager once marketing pieces are completed 	<p>Sales Manager</p> <ol style="list-style-type: none"> 1. Price products 2. Set up sales computer 3. Decide how you will greet customers 4. Oversee sales transactions with customers
<p>Career Counselor</p> <ol style="list-style-type: none"> 1. Learn about Black Hawk College and its different educational programs 2. Help citizens explore educational programs at Black Hawk College 3. Take photos of future Black Hawk College students 	



JA BizTown®

City Hall/City of Moline

Mayor <ol style="list-style-type: none">1. Lead Staff Meetings2. Assess business evaluation forms3. Prepare and give speeches at Town Meetings4. Participate in Ribbon Cutting Ceremony5. Assist with all business duties when employees are on break	City Treasurer/CFO <ol style="list-style-type: none">1. Submit business loan and make loan payments2. Input employee payroll information3. Keep all records of business expenses and payments
CMO/Election Supervisor <ol style="list-style-type: none">1. Create digital billboard to advertise voting using Canva app2. Set up voting computer3. Verify voter registration card when citizens come to vote4. Present voting results at Closing Town Hall Meeting	Public Works Director <ol style="list-style-type: none">1. Conduct Safety Audits for each business2. Check city space for cleanliness and remove any trash ensure that the city is clean and safe for citizens3. Make city changes based on voter outcome
Parks & Recreation Director <ol style="list-style-type: none">1. Oversee recreation activities for citizens2. Mow the city grass using mowing/cleaning equipment3. Care for City Park4. Create flower pots for City Park	City Attorney <ol style="list-style-type: none">1. Review & sign legal documents2. Complete and distribute business license to each business3. Solve a legal JA BizTown case



City Hall/City of Moline

Environmental Specialist	
<ol style="list-style-type: none">1. Conduct Recycling Survey with citizens2. Work with the Quad City Times Reporter to create a Recycling News Story using Canva3. Collect recycled papers from business and track amount collected to the Mayor	



Edwards Creative

<p>CEO</p> <ol style="list-style-type: none"> 1. Lead Staff Meetings 2. Oversee quality of completed projects 3. Supervise employees and oversee business operations 4. Prepare and give speech at Town Meeting 5. Assist with all business duties when employees are on break 	<p>CFO</p> <ol style="list-style-type: none"> 1. Submit business loan and make loan payments 2. Input employee payroll information 3. Keep all records of business expenses and payments
<p>CMO</p> <ol style="list-style-type: none"> 1. Create Canva digital billboard to market business and services 2. Create business marketing page for business employees 	<p>Project Manager</p> <ol style="list-style-type: none"> 1. Meet with the CMOs to come up with Design Board ideas 2. Approve the design created by the designers 3. Meet with CMO's for their approval of the design boards 4. Install, and uninstall all business design boards
<p>Designer</p> <ol style="list-style-type: none"> 1. Accompany the project manager when they meet with the CMOs 2. Build the design boards using CMO/Project Manager notes 3. Help uninstall design boards 4. Put design elements back where they came from at the end of the day 	



Jersey Mike's

<p>CEO</p> <ol style="list-style-type: none"> 1. Lead Staff Meetings 2. Supervise employees and oversee business operations 3. Prepare and give speech at Town Meeting 4. Assist with all business duties when employees are on break 	<p>CFO</p> <ol style="list-style-type: none"> 1. Submit Business Loan and make loan payments 2. Input employee payroll information 3. Keep all records of business expenses and payments
<p>CMO</p> <ol style="list-style-type: none"> 1. Create Canva digital and physical billboard to market business and services 2. Step in as Sales Manager once marketing pieces are completed 	<p>Sales Manager</p> <ol style="list-style-type: none"> 1. Price products 2. Set up sales computer 3. Decide how you will greet customers 4. Oversee sales transactions with customers
<p>Customer Service Specialist</p> <ol style="list-style-type: none"> 1. Prepare food and drink items for sale 2. Set up customer seating area 3. Fulfill customer orders 4. Monitor beverage and snack supply inventory 5. Clean and sanitize tables and chairs as customers use them 	

John Deere

<p>CEO</p> <ol style="list-style-type: none"> 1. Lead Staff Meetings 2. Supervise employees and oversee business operations 3. Prepare and give speech at Town Meeting 4. Assist with all business duties when employees are on break 	<p>CFO</p> <ol style="list-style-type: none"> 1. Submit business loan and make loan payments 2. Input employee payroll information 3. Keep all records of business expenses and payments
<p>CMO</p> <ol style="list-style-type: none"> 1. Create Canva digital and physical billboard to market business and services 2. Step in as Sales Manager or Chief People Officer once marketing pieces are completed 	<p>Sales Manager</p> <ol style="list-style-type: none"> 1. Price products 2. Set up sales computer 3. Decide how you will greet customers 4. Oversee sales transactions with customers
<p>Chief People Officer</p> <ol style="list-style-type: none"> 1. Practice placing applicants into John Deere job positions 2. Learn about the different job roles at John Deere 3. Take the John Deere job role questionnaire to find jobs that might be a good fit for you in the future 4. Solicit citizens to participate in the job role questionnaire 	



Kent Worldwide

CEO <ol style="list-style-type: none">1. Lead Staff Meetings2. Supervise employees and oversee business operations3. Prepare and give speech at Town Meeting4. Assist with all business duties when employees are on break	CFO <ol style="list-style-type: none">1. Submit business loan and make loan payments2. Input employee payroll information3. Keep all records of business expenses and payments
CMO <ol style="list-style-type: none">1. Create Canva digital and physical billboard to market business and services2. Step in to assist Sales Manager once marketing pieces are completed	Sales Manager <ol style="list-style-type: none">1. Price products2. Set up sales computer3. Decide how you will greet customers4. Oversee sales transactions with customers
Merchandiser <ol style="list-style-type: none">1. Work with Sales Manager to set up retail area2. Track buying trends3. Receive input and track customer feedback	



MetroLINK

<p>CEO</p> <ol style="list-style-type: none"> 1. Lead Staff Meetings 2. Supervise employees and oversee business operations 3. Prepare and give speech at Town Meeting 4. Assist with all business duties when employees are on break 	<p>CFO</p> <ol style="list-style-type: none"> 1. Submit business loan and make loan payments 2. Input employee payroll information 3. Keep all records of business expenses and payments
<p>CMO</p> <ol style="list-style-type: none"> 1. Create Canva digital and physical billboard to market business and services 2. Step in to assist Sales Manager once marketing pieces are completed 	<p>Sales Manager</p> <ol style="list-style-type: none"> 1. Price products 2. Set up sales computer 3. Decide how you will greet customers 4. Train CMO on using sales computer
<p>Carrier</p> <ol style="list-style-type: none"> 1. Delivers supply materials to businesses 2. Collects mail from Metrolink delivery box 3. Sorts and “cancels” postage stamps. 4. Delivers processed mail to businesses and individuals in JA BizTown. 	<p>Fulfillment Manager</p> <ol style="list-style-type: none"> 1. Assists in distributing materials to businesses 2. Checks accuracy of fulfillment by visiting businesses 3. Assists the Carrier or Sales Manager, if needed 4. Prepares bins for the next day’s business operations



MidAmerican Energy

<p>CEO</p> <ol style="list-style-type: none"> 1. Lead Staff Meetings 2. Supervise employees and oversee business operations 3. Prepare and give speech at Town Meeting 4. Assist with all business duties when employees are on break 5. Meet with business CEOs to determine which renewable energy resource they would like to use to power their business 	<p>CFO</p> <ol style="list-style-type: none"> 1. Submit business loan and make loan payments 2. Input employee payroll information 3. Keep all records of business expenses and payments
<p>CMO</p> <ol style="list-style-type: none"> 1. Create Canva digital and physical billboard to market business and services 2. Create social media posts about energy savings and safety using Canva 	<p>Sales Manager</p> <ol style="list-style-type: none"> 1. Price products 2. Set up sales computer 3. Decide how you will greet customers 4. Train CMO on using sales computer
<p>Meter Reader</p> <ol style="list-style-type: none"> 1. Read business meters 2. Send utility bill to each business 3. Complete Electric Utility Registrations and distribute to businesses 	<p>Renewable Energy Specialist</p> <ol style="list-style-type: none"> 1. Read and watch video about different renewable energy resources 2. Present renewable energy options to each business CEO 3. Track and report which businesses are interested in using a renewable energy source and report to this to the Mayor and your CEO



Modern Woodmen

<p>CEO</p> <ol style="list-style-type: none"> 1. Lead Staff Meetings 2. Supervise employees and oversee business operations 3. Prepare and give speech at Town Meeting. 4. Assist with all business duties when employees are on break 	<p>CFO</p> <ol style="list-style-type: none"> 1. Submit Business Loan and make loan payments 2. Input employee payroll information 3. Keep all records of business expenses and payments
<p>CMO</p> <ol style="list-style-type: none"> 1. Create Canva digital and physical billboard to market business and services 2. Step in as Sales Manager once marketing pieces are completed 	<p>Sales Manager</p> <ol style="list-style-type: none"> 1. Price products 2. Set up sales computer 3. Decide how you will greet customers 4. Train CMO on using sales computer
<p>Insurance Agent</p> <ol style="list-style-type: none"> 1. Send Insurance bills 2. Determine validity of business insurance claims 3. Process and completed business claims 4. Inventory insurance items for each business 	<p>Non-Profit Director</p> <ol style="list-style-type: none"> 1. Set fundraising goal 2. Solicit individual donations by educating citizens on the importance of giving back to the community and planting trees to clean our air 3. Collect Non-Profit pledges from each business
<p>Property Appraiser</p> <ol style="list-style-type: none"> 1. Measure/survey all businesses 2. Complete Property Appraisal for each business 3. Send Property Tax bill to each business 	

Quad City Times

<p>CEO</p> <ol style="list-style-type: none"> 1. Lead Staff Meetings 2. Supervise employees and oversee business operations 3. Prepare and give speech at Town Meeting 4. Assist with all business duties when employees are on break 	<p>CFO</p> <ol style="list-style-type: none"> 1. Submit Business Loan and make loan payments 2. Input employee payroll information 3. Keep all records of business expenses and payments
<p>CMO/BizChat Reporter</p> <ol style="list-style-type: none"> 1. Create Canva digital and physical billboard to market business and services 2. Create BizChat stories throughout the day using Canva 	<p>Sales Manager</p> <ol style="list-style-type: none"> 1. Price products 2. Set up sales computer 3. Decide how you will greet customers 4. Oversee sales transactions with customers
<p>Disc Jockey</p> <ol style="list-style-type: none"> 1. Use microphone to share news, make announcements, and other important information 2. Use a schedule to make timely announcements and to ensure JA BizTown runs on schedule 3. Play music, announce shout-outs, and song dedications upon customers' requests 	<p>Ad Executive</p> <ol style="list-style-type: none"> 1. Pick up radio ads from all JA BizTown businesses 2. Review all business ads before they are read by the DJ 3. Prepare and mail bill to all businesses 4. Ensure all businesses pay their bill
<p>Customer Service Specialist</p> <ol style="list-style-type: none"> 1. Work directly with customers to assist them with their song of choice, shout-out or song dedication 2. Work closely with Sales Manager to ensure customer is checked out quickly 	



Russell

<p>CEO</p> <ol style="list-style-type: none"> 1. Lead Staff Meetings 2. Oversee construction project 3. Supervise employees and oversee business operations 4. Prepare and give speech at Ribbon Cutting ceremony 	<p>CFO</p> <ol style="list-style-type: none"> 1. Submit Business Loan and make loan payments 2. Input employee payroll information 3. Keep all records of business expenses and payments
<p>CMO</p> <ol style="list-style-type: none"> 1. Create Canva digital and physical billboard to market the business 2. Provide information to citizens about the building project 3. Help give tours of the completed building 	<p>Project Manager</p> <ol style="list-style-type: none"> 1. Apply for building permit and obtain building inspections 2. Manage the entire building project 3. Work with construction team to make sure the work is done on time 4. Help give tours of the completed building
<p>Field Supervisor</p> <ol style="list-style-type: none"> 1. Conduct safety training for all employees 2. Pass out safety equipment and provide a safe building site 3. Assist building crew as needed 4. Report building progress to the Project Manager 5. Help give tours of the completed building 	<p>Crew Member</p> <ol style="list-style-type: none"> 1. Use safety equipment and follow safety guidelines 2. Read construction plans and complete the building project as directed 3. Report building progress to the Project Manager 4. Help give tours of the completed building
<p>Community Outreach Director</p> <ol style="list-style-type: none"> 1. Present and teach other JA BizTown employees about local non-profit organizations 2. Track votes of non-profit of choice from all employees 3. Count votes and declare winning non-profit organization. 	



Vibrant Credit Union

<p>CEO</p> <ol style="list-style-type: none"> 1. Lead Staff Meetings 2. Approve Business Loan applications 3. Supervise employees and oversee business operations 4. Prepare and give speech at Closing Town Meeting 5. Assist with all business duties when employees are on break 6. Track progress of businesses loans 	<p>CFO</p> <ol style="list-style-type: none"> 1. Input employee payroll information 2. Keep all records of business expenses and payments 3. Track business loan payments
<p>CMO</p> <ol style="list-style-type: none"> 1. Create Canva digital and physical billboard to market business and services 2. Assist Savings Officer with marketing and soliciting customers to open Savings Account 3. File customer deposit slips 	<p>Teller</p> <ol style="list-style-type: none"> 1. Prepare and pass out bank bags to businesses 2. Process paychecks, accepting deposits and distributing cash, at the customers' request 3. Record customer personal account transactions in the computer system 4. Help customers with their account balances
<p>Savings Officer</p> <ol style="list-style-type: none"> 1. Prepare and give speech at Open Town Meeting 2. Help customers open up a Savings Account 3. Work with CMO to solicit customers 4. Track and report the number of Savings Accounts opened 	