



Program Coordinator — Junior Achievement of the Heartland

Position Type: Part-Time Seasonal

Location: Moline, IL

Reports To: Senior Vice President - Education

Position Summary

The **Program Coordinator** supports the delivery of Junior Achievement learning experiences by coordinating volunteers, educators, and classroom opportunities throughout the service area. This position plays an important role in ensuring a positive experience for schools and volunteers through strong organization, communication, and customer service. The ideal candidate is detail-oriented, relationship-focused, and passionate about helping young people reach their full potential.

Key Responsibilities

- Coordinate and support the delivery of Junior Achievement programs in local schools.
- Recruit and schedule volunteers for classroom programs and events.
- Match volunteers with registered programs and communicate program details to ensure successful classroom experiences.
- Provide timely, professional support to educators and volunteers before, during, and after program implementation.
- Conduct follow-up with educators and volunteers to ensure program quality and participant satisfaction.
- Maintain accurate program, volunteer, and school records within the organization's database.
- Assist with program scheduling, materials distribution, and logistics.
- Track program activity and help ensure established goals and deadlines are met.
- Support volunteer appreciation, community outreach, and special events as needed.
- Collaborate with team members to improve processes and enhance the educator and volunteer experience.
- Perform other duties as assigned.

Qualifications

- Passion for youth development, education, or workforce readiness
- Strong organizational and project-management skills
- Excellent communication and relationship-building abilities
- Comfort working with volunteers, educators, and business professionals



- Ability to work independently and as a team while managing multiple priorities
- Proficiency with Microsoft Office
- Associates degree or equivalent experience required
- Experience in education, nonprofit work, or community engagement preferred

Work Schedule & Environment

- Part-time role at 25 hours per week with approximately 12 weeks off during the summer months and additional holidays offered during the school year
- Some travel to schools and partner sites
- Occasional early morning or evening events
- Hybrid schedule available

About Junior Achievement

Junior Achievement is education for what's next. As a strategic partner working in collaboration with educators, employers, investors, leaders, and the communities they serve, we are dedicated to helping students achieve academically today and economically tomorrow. As a leader in experiential learning operating on a national scale with over a century of experience, we are driving toward lasting change. This means ensuring a generation of students has the transferable skills and competencies needed to navigate a rapidly changing world. By delivering career-connected learning, we are invested in accelerating economic mobility through education. By helping students become confident, capable, and connected today, we can ensure they have access to opportunity-filled futures tomorrow. Junior Achievement reaches more than 4.6 million students annually across nearly 100 U.S. markets, and is part of JA Worldwide, which serves over 19.9 million students in more than 100 countries. Learn more at www.ja.org.

Locally, Junior Achievement of the Heartland serves 24 counties in eastern Iowa and western Illinois. Visit heartland.ja.org for more information.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.