



Position: Program Coordinator  
Reports to: VP of Education  
Status: Part-Time Seasonal  
Date Revised: August 19, 2024

Are you passionate about helping young people succeed? This coming school year, more than 52,000 students could benefit from your help throughout our region. Join our team and change a life forever! The Education team at Junior Achievement of the Heartland is expanding in order to best serve our mission and the kids we impact in our local communities. If you enjoy building relationships and are a positive, self- and team-motivated individual, let's talk!

**Purpose of Position:**

You will execute processes and procedures to facilitate JA curriculum, with particular emphasis on customer service in relation to the volunteer and educator experience. You'll also enjoy working in a mission-driven team environment where helping students realize their potential is at the heart of what we do. If this sounds like the right fit for you, keep reading to see if you've got what it takes to #BoundlessPossibilities.

**Here's a peek into a day in the life of the Program Coordinator at JA:**

- Secures programs according to the strategic plan
- Cultivates new sources for securing volunteers
- Matches recruited volunteers to registered programs
- Assures program quality through follow up with educators and volunteers
- Maintains accurate information in enterprise platform database
- Other duties as assigned

**Here is what we are looking for:**

- Ability to think analytically and prioritize work
- Strong organizational skills and the ability to manage multiple projects simultaneously
- Demonstrate a positive image that reflects well on the organization and its mission
- Strong oral/written communication skills
- Ability to work in a team environment

**Education/Experience Required:**

- Associates Degree or equivalent experience

If you think this opportunity sounds like a good fit, we'd love to have a conversation to learn more about you. Send resume to Junior Achievement of the Heartland, Attention: Human Resources, 800 12<sup>th</sup> Avenue, Moline, IL, 61265 OR email to [hello.heartland@ja.org](mailto:hello.heartland@ja.org).