Junior Achievement of Wisconsin, Inc.
Position Description

Title: Educational Coordinator
Part-time, as needed

Department: Winnebago Area, Community First Center Career Exploration and Financial Literacy Center (on the campus of Fox Valley Technical College)

Reports to: Capstone Manager

Status: $16.00 hourly rate, non-exempt

Position Concept: Facilitate student simulations for Junior Achievement’s Capstone educational programs. The Capstone programs, JA BizTown and JA Finance Park, provide hands on learning in the areas of financial literacy, entrepreneurship, and work readiness for students. Responsible for volunteer training prior to and volunteer, student, and teacher support during the simulations. This is a great position for someone who enjoys working with students in a fast-paced environment. Basic skills required to thrive in this position include good speaking and presentation skills as well as technical and problem-solving skills. Hours are flexible and vary with the school year. We are currently building the programs at this new location and anticipate this position to grow as well.

Primary Responsibilities:
1. Act as a JA Champion and deliver exceptional customer service to all JA Constituents.
2. Facilitate simulations efficiently and effectively when students are present by leading simulation roles and responsibilities.
3. Troubleshoot computer and technology problems.
4. Prepare for simulation days including set-up and afternoon clean-up.
5. Facilitate volunteer training.
6. Monitor inventory of simulation materials/forms and inform operations assistant of needs.
7. Communicate with the Capstone Team to identify potential problems, questions/concerns, etc.
8. Seek opportunities to capture testimonials, stories, quotes, and photos.
9. Other duties as assigned.

Education/Experience Required:
Associates degree, or equivalent experience. Good interpersonal and presentation skills. Attention to detail. Strong oral and written communication, facilitation, and organizational skills. Intermediate computer literacy/skills.

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 will 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 stand, move (ambulatory), reach with hands and arms, speak and hear, and is occasionally required to bend, and lift/carry items weighing between 25-30 lbs. Specific vision abilities required include close vision, distance vision, and ability to adjust or focus.

Application Process: Please direct resume to: Kari Tylke, Director – Human Resources; ktylke@jawis.org.

The above position description is not all inclusive and is not an implied contract of duties performed. It is a general overview of position responsibilities.