

**Job Title:** JA Education Coordinator

**Location:** Salisbury, Maryland

**Organization:** Junior Achievement of the Eastern Shore

**Job Type:** Full-Time, Salaried



### **About Junior Achievement**

Junior Achievement (JA) is a nonprofit organization dedicated to empowering young people to own their economic success. Through programs focusing on financial literacy, work readiness, and entrepreneurship, JA inspires and prepares students to thrive in a global economy and own their own economic future.

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**Position Summary:** The JA Education Coordinator will support the development, implementation, and evaluation of Junior Achievement of the Eastern Shore's learning experiences. This role is responsible for working with the JA Education Team to facilitate the daily operations of the JA Center Simulations and all other learning experiences offered to ensure that the programs provide a high-quality, meaningful experience for students, volunteers, and educators.

### **Key Responsibilities**

#### *Program Management and Impact Evaluation*

- Manages the simulation effectively and efficiently to ensure students, volunteers, and educators receive the highest level of instructional excellence and customer service.
- Prepares and maintains the facility for school and external visits and events by following morning set-up guidelines and ensuring all reset protocols are followed.
- Monitor and maintain inventory of curriculum, simulation materials, supplies, and technology to ensure all resources are organized, maintained, and ready for daily use.
- Help to evaluate the overall effectiveness of simulations, through metrics such as student engagement, teacher and volunteer satisfaction, volunteer enrollment, impact and behavioral changes. Engages JA Center staff to uphold, account and review such metrics as stated above.
- Supports implementation of all other learning experiences outside of the JAC.
- Assists with the management of back-end implementation of all learning experiences via the CMS, D2L, and BCRM.

#### *Communication and Community Engagement*

- Communicate with JA Staff on updates, best practices and changes.
- Assists with Storefront communication around curriculum design.
- Participate and represent JA at community events and other networks as a mission ambassador and ensure JA's innovative and hand-on programming is top of mind for our community.
- Support stewardship efforts through timely communication and assistance with partner engagement initiatives.
- Respond to general learning experiences inquiries.

### *Operational Efficiency and Staff Leadership*

- Lead and oversee daily simulation operations, including part-time staff coordination.
- Collaborate daily with the Education Team to align on schedules, priorities, and program needs.
- Ensure JA Center efficiency by helping to develop and maintain policies, procedures (P&P), and standard operating procedures (SOPs), best practices and training manuals.
- Collaborate with the Leadership Team to determine safety guidelines and protocols needed to prioritize the safety of all JA Center people. Assist with trainings as needed.
- Review program innovations and continuous improvements/efficiencies.
- Perform administrative duties as assigned.
- Ensures the JA Center is safe, clean, well stocked and visually appealing to all.
- Ensure the replication of high-quality programs year after year to maintain consistency and growth.

### *Compliance and Reporting*

- Helps to ensure simulations are in line with JA USA reporting requirements, operating agreements, and JA USA Implementation Standards.
- Assists with utilization of all data and CRM systems, CMS, including BCRM, to support program implementation, reporting and effective data management.
- Participate and Represent the organization on JA USA committees, such as the ELC group, incorporating and sharing best practices.

### **Reporting Structure:**

This position reports directly to the Sr. Education Manager and collaborates closely with committee members and other staff to align operational goals with organizational objectives.

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