



Junior Achievement of Memphis and the Mid-South is looking for a High School Program Coordinator with the ability to multitask and coordinate several aspects of high school program planning and execution. The High School Program Coordinator is responsible for ensuring the delivery and implementation of Junior Achievement’s high school programs throughout Shelby County. The High School Program Coordinator will also play an integral role in the expansion of these programs into additional counties in West TN, Northern MS, and Eastern AR.

High School Program Coordinator	
Role Title:	High School Program Coordinator
Supervisor:	Director, Education and Education Strategy
Essential Duties & Responsibilities:	<p>Program Coordination</p> <ul style="list-style-type: none"> ● Assist with the planning and coordination of high school programs, activities, and materials ● Recruit prospective schools and train educators and/or other pertinent faculty on high school program offerings ● Develop and maintain educator relationships to secure schools and classrooms for program implementation ● Collect, maintain, and input all high school program data into the national database and CRM (BCRM and Salesforce) ● Keep accurate and organized records for all program, school, and class data ● Provide support to the Program Manager on additional place-based programs as needed ● Assist with the launch and build out of new programming in the high school space <p>Program Expansion</p> <ul style="list-style-type: none"> ● Assist with the strategic expansion of high school programs into additional counties in TN, MS, and AR ● Identify programmatic needs in prospective counties by assessing and evaluating trends, conducting listening tours, and researching and aligning priorities ● Establish partnerships with prospective schools in these areas to continue scaling high school programs ● Other duties as assigned
Knowledge, Education, Experience & Skills:	<ul style="list-style-type: none"> ● BA/BS or equivalent ● Ability and desire to work effectively in a fast-paced, team environment ● Must be organized, detail-oriented and deadline-driven ● Writes creatively, clearly, compellingly and with an attention to detail ● Works well in a team environment ● Proficient in customer service including problem solving, decision-making, troubleshooting, and communication skills (both written and verbal) ● Friendly, enthusiastic and positive attitude ● Strong knowledge of social media and other basic marketing platforms ● Position requires a high degree of professionalism, tact and diplomacy, and sensitivity to highly confidential information ● Strong computer skills needed, including word-processing, spreadsheets, and familiarity with complex databases. Microsoft Office Suite (Excel, PowerPoint, Word) ● Passion for the mission and work of Junior Achievement of Memphis and the Mid-South ● Willingness to use personal vehicle