



Junior Achievement of Memphis and the Mid-South is looking for a JA Inspire Coordinator with the ability to multitask and coordinate several aspects of the JA Inspire program, from planning to execution. The JA Inspire Coordinator is responsible for ensuring the planning, delivery, and implementation of Junior Achievement's signature career exploration program. The JA Inspire Coordinator will also play an integral role in the expansion of the program throughout West TN, Northern MS, and Eastern AR.

<b>JA Inspire Coordinator</b>	
<b>Role Title:</b>	JA Inspire Coordinator
<b>Supervisor:</b>	Director, Education and Education Strategy
<b>Essential Duties &amp; Responsibilities:</b>	<p><b>Program and School Coordination</b></p> <ul style="list-style-type: none"> <li>● Ensure student participation in JA Inspire through correspondence to local school districts, charter networks, and other education associations</li> <li>● Manage the school registration process and coordinate pertinent information with the event management team</li> <li>● Work with the Program Manager to onboard schools for participation in the program</li> <li>● Facilitate training sessions for educators and provide program support to school partners</li> <li>● Oversee program material distribution to school partners</li> <li>● Collaborate with the program team to plan and execute kick-off events for schools, volunteers, and exhibitors</li> <li>● Collect, maintain, and input all program data into the national database and CRM (BCRM and Salesforce)</li> <li>● Keep accurate and organized records for all program, school, and class data</li> </ul> <p><b>Exhibitor and Volunteer Coordination</b></p> <ul style="list-style-type: none"> <li>● Coordinate meetings with focus groups, committees, and other collaborative partners</li> <li>● Assist the Director of Education and Director of Community Engagement with recruiting and onboarding companies as exhibitors</li> <li>● Oversee external communications about the expo to exhibitors and volunteers</li> <li>● Work with the Community Engagement Manager to onboard volunteers for participation in the expo</li> <li>● Other duties as assigned</li> </ul>
<b>Knowledge, Education, Experience &amp; Skills:</b>	<ul style="list-style-type: none"> <li>● BA/BS or equivalent</li> <li>● Ability and desire to work effectively in a fast-paced, team environment</li> <li>● Must be organized, detail-oriented and deadline-driven</li> <li>● Writes creatively, clearly, compellingly and with an attention to detail</li> <li>● Works well in a team environment</li> <li>● Proficient in customer service including problem solving, decision-making, troubleshooting, and communication skills (both written and verbal)</li> <li>● Friendly, enthusiastic and positive attitude</li> <li>● Strong knowledge of social media and other basic marketing platforms</li> <li>● Position requires a high degree of professionalism, tact and diplomacy, and sensitivity to highly confidential information</li> <li>● Strong computer skills needed, including word-processing, spreadsheets, and familiarity with complex databases. Microsoft Office Suite (Excel, PowerPoint, Word)</li> <li>● Passion for the mission and work of Junior Achievement of Memphis and the Mid-South</li> <li>● Willingness to use personal vehicle</li> </ul>