

**Position Title: Work-Based Learning Coordinator**

Department: Education

Reports to: Director of Education

Summary: Full-Time, 40 hours per week

Junior Achievement Background:

Junior Achievement (JA) was founded in 1919 with the mission of educating and empowering young people to succeed in the global economy. The San Diego chapter was founded in 1950 and now has over 30 full time employees supported by a team of over 5,600 volunteers. This year alone, JA will leverage a multi-million dollar budget to reach over 75,000 San Diego area students. In everything JA does, from raising funds, to recruiting volunteers and implementing programs, the organization remains focused on the goal to positively impact more young people throughout San Diego and Imperial counties. We work in partnership with schools and businesses to improve student knowledge in the areas of business, economics, careers and financial literacy.

Job Function:

JA is currently seeking a candidate to join our Education Team as full-time Work-Based Learning Coordinator. (WBLC) The WBLC supports the process and learning activities associated with JA Job Shadows, JA Reverse Job Shadows, Guest Speakers and other events reaching students through the work-based learning movement.

Responsibilities:

- Works closely with Work-Based Learning Manager to facilitate, track and manage the work-based learning requests, schedules, matching and reporting
- Acts as primary point of contact with educators requesting work-based learning opportunities
- Creates and maintains effective relationships with educators and school district contacts to solidify multiple events
- Coordinates logistics, provides preparation tools and ensures teachers and students are fully prepared prior to work-based learning events which may include; Transportation, Signed Waivers, and appropriate dress attire
- Provides support to contracted nonprofit partners to ensure implementation of program
- Input and maintain work-based learning volunteer, industry and educator information into the JA database
- Primary lead on gathering details for reporting to grant partners as requested
- Tracks and reports scheduled and completed WBL events by sector and grant
- Work with projection management tools to track progress and assign tasks for each educator request received
- Assist Work-Based Learning Manager, educators and contracted partners with the creation of engaging agendas and activities for work-based learning experiences

Qualifications:

Required:

- Bachelors' Degree
- Experience working with both educators and industry contacts
- Proven success working with timelines, deadlines and simultaneous projects
- Organized and detail oriented
- Ability to communicate and operate with assertive and confident delivery, holding contracted partners, consortium members, educators and employers to deadlines and agreed upon guidelines
- Excellent written and verbal communication skills
- Strong Computer skills using industry standard productivity tools (Word, Excel, PowerPoint)
- Ability to occasionally lift 20 pounds

Desired:

- Experience using a donor database program
- Be self-motivated and able to thrive in a fast-paced environment
- Ability to anticipate, and plan for, upcoming organizational needs
- Attention to detail and commitment to quality

Interested internal candidates send cover letter, and resume to lbagheri@jasandiego.org by Tuesday, March 21, 2017