



INSPIRING
YOUTH

Position Title: Program Associate

Reports to: Vice President, Impact

Summary: Full-Time, Non-Exempt

Compensation: \$17.00 per hour

Organization Summary:

Junior Achievement of San Diego County (JA San Diego) empowers young people to own their economic success through Common Core-aligned K-12 programs focused on financial literacy, work readiness, and entrepreneurship. These programs enable students to make a connection between what they learn in school and how it can be applied in the real world—enhancing its relevance and increasing students’ awareness of the value of education, the importance of planning for the future and the impact of their decisions. These early insights are essential building blocks for economic empowerment and self-sufficiency.

JA San Diego associates are known for their passion for the JA mission to empower youth and drive to building a bright future for San Diego. JA San Diego offers a collaborative, innovative and inclusive work environment.

Job Function:

The Program Associate supports the Stock Market Challenge, Company Program, Fellows, Ambassadors, BizTown and Finance Park Capstone programs (including Camps) by working closely with the students, teachers, volunteers, and fellow team members to facilitate the function and flow of the simulations.

Responsibilities:

Under the direction of the Vice President of Impact and based on program demand and need, support across multiple programs.

- Coordinate and facilitate simulations from beginning to end to ensure constituents are engaged throughout the program and troubleshoot questions/issues that arise.
- Assure program quality through positive interactions with teachers, volunteers, students, and parents.
- Conduct volunteer trainings when needed and lead student instruction throughout the day.
- Inspect equipment/facility, troubleshoot technical issues as they arise and notify the Capstone Coordinator or Capstone Director of any maintenance needs.
- Prepare and maintain simulation materials prior to the simulations.
- Check in volunteers, students and parents when needed.

- Provide consistent feedback on program materials and program implementation.
- Reset the facility for the next simulation, ensure inventory/paperwork/technology is complete for the next day.
- Uphold quality standards for the organization (i.e., honesty, integrity, excellent customer service).
- Monitor and maintain a healthy and safe environment.
- Communicate and manage effectively with large groups of students, teachers, and volunteers.
- Work well with a team and be able to finish tasks independently.
- Other responsibilities as assigned.

Qualifications:

- High School Diploma required.
- 2-3 years of experience working directly with children.
- Proven ability to work with kids ages 10-18 years old.
- Strong oral and written communication and comfortable speaking in front of a crowd.
- Motivated and able to work in a fast-paced environment.
- Flexible, adaptable, detail-oriented, and strong problem-solving skills.
- Time Management skills and proven ability to work independently.
- Strong interpersonal skills and working within a team environment.
- Versatility to support across multiple programs.

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 may 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: sit, walk and be active during the simulations for up to 8 hours per day, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift (up to 20 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

To Apply:

Send cover letter and resume to: LOConnell@jasandiego.org

Junior Achievement of San Diego County promotes equal opportunity for all employees and applicants. In doing so, we comply with local, state, and federal laws and regulations to ensure an equal employment opportunity for everyone. We don't discriminate in employment opportunities or practices on the basis of race, ancestry, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, citizenship, military service obligation, veteran status or any other basis protected by federal, state or local laws. Our policies and personnel practices are intended to ensure that all of us are treated equally with regard to recruiting, hiring, and advancement, and our decisions on employment are made to further the principle of equal employment opportunities for employees.