



**INSPIRING
YOUTH**

Position Title: Outreach Program Coordinator

Department: Programs

Reports to: Program Manager

Summary: Full-Time Non-Exempt (occasional early morning, evenings, and weekends required)

Salary Range: \$18.00 - \$24.00

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 JA Outreach Program Coordinator will lead and implement JA’s locally developed programs, focused on growing JA San Diego’s reach in middle and high schools across the region. This position will support multiple programs with a focus on middle and high school, and report to the Program Manager.

Responsibilities:

- Manage and support middle and high school programs that fall into JA’s three pillars: Financial Literacy, Entrepreneurship, Career Readiness.
 - Under the direction of the Program Manager, plan, develop, and execute JA San Diego programs (virtually and in-person) to middle and high school students.
 - Build a solid foundational knowledge of JA Curriculum and Programs, adapting implementation of JA Curriculum and innovating new programs to meet the needs of community constituents.
 - Grow and expand JA’s outreach to direct to consumer programs, generating new opportunities for revenue and expansion.
- Cultivate relationships with volunteers, teachers, and donors to build an understanding of community needs and adapting JA curriculum to fit the needs of the communities we serve.
- Recruit and secure new sources for program volunteers to meet program goals.

- Assure program quality through pre- and post-program evaluations and use the feedback to improve program delivery.
- Provide feedback, program materials, and resources to volunteers and teachers.
- Oversee the volunteer orientations.
- Other projects as required, including event support on weeknights, weekends, and holidays.

Qualifications:

- Minimum of 1-2 years of experience working with youth, preferred experience working with middle or high school students.
- Strong presentation, written, and communication skills.
- Ability to multi-task, be self-motivated and problem-solve in a fast-paced and focused environment.
- Strong time management skills organized and detail oriented.
- Flexible with time; able to be on feet for long periods of time.
- Initiative to recognize and anticipate problems and propose potential solutions.
- Demonstrated experience delivering superior customer service.
- Team player with a positive and enthusiastic attitude.
- Ability to occasionally lift 20 pounds.

Benefits:

- Medical (75% employer paid for staff and 50% for dependents), dental and vision (75% employer paid for staff and dependents), life (100% employer paid) and long-term disability insurance (employee paid)
- 401k plan with employer match
- PTO, Sick time, and paid time off for major holidays

To Apply:

Send cover letter with salary requirements and resume to: Linda O'Connell, loconnell@jasandiego.org

This position description is a general overview of the duties to be performed by the employee occupying this position. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.