



**INSPIRING
YOUTH**

Position Title: Program Coordinator (Education Initiatives)

Department: Programs

Reports to: Program Manager (Education Initiatives)

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

Compensation Range: \$28.00 - 30.00 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 Coordinator supports the implementation and day-to-day operations of Junior Achievement of San Diego County’s middle and high school programs, including Finance Park, Rising Innovator’s Expo (Company Program and Social Innovation), Take Stock in Your Future/ Stock Market Challenge, JA Titan, and other initiatives aligned with JA’s pillars of Financial Literacy, Career Readiness, and Entrepreneurship.

This role is responsible for coordinating program logistics, supporting educators and volunteers, assisting with student and school engagement, and ensuring high-quality program delivery across San Diego County. The Program Coordinator works closely with the Program Manager to maintain strong program operations, provide excellent customer service to school and community partners, and help ensure equitable access to Financial Fluency and career-connected learning opportunities.

Responsibilities:

Program Coordination & Support

- Support the planning and execution of JA middle and high school programs in alignment with organizational goals and program timelines
- Assist with programs including Finance Park, Rising Innovator’s Expo, Take Stock in Your Future/Stock Market Challenge, JA Titan, and other middle and high school initiatives including In-Class Semester curriculum

- Coordinate day-to-day program logistics including internal and external communications, scheduling, student registration, classroom support, and program preparation
- Prepare program materials, lesson resources, supplies, and technology needed for in-person and virtual delivery
- Support simulation and culminating experiential event operations including workshops, simulations, and school/community-based partnerships

School, Volunteer & Partner Engagement

- Maintain positive relationships with teachers, school staff, volunteers, and community partners
- Support communication with educators regarding scheduling, program details, curriculum preparation, and student participation
- Assist with volunteer recruitment, scheduling, onboarding, and orientation
- Provide volunteers and educators with materials, resources, and ongoing support to ensure successful program delivery
- Represent JA at school visits, program events, and community outreach opportunities as needed

Program Delivery & Quality

- Help facilitate both in-person and virtual learning experiences for middle and high school students
- Support the delivery of workshops, classroom lessons, and experiential simulations
- Monitor program quality through participant feedback and assist with pre- and post-program evaluations
- Help troubleshoot day-of program needs and ensure smooth program execution
- Assist with maintaining a welcoming and high-quality student and volunteer experience

Data Management & Administrative Support

- Maintain accurate student, school, and volunteer records in program databases
- Track participation, attendance, satisfaction, and other key program metrics
- Assist with reporting needs by gathering program data, stories, and outcomes
- Support internal administrative processes including supply management, scheduling systems, and documentation

Cross-Functional Collaboration

- Work closely with the Program Manager and cross-functional teams including Development, Marketing, Experiential Learning Centers, and Programs
- Support student success storytelling and program impact promotion
- Assist with special projects, events, and organizational initiatives as needed, including occasional evenings, weekends, and holidays

Qualifications:

- Bachelor's degree preferred in education, nonprofit management, youth development, business, or related field; or equivalent combination of education and experience
- 1–2 years of experience working with youth, preferably middle and high school students
- Experience supporting program delivery, volunteer coordination, education programs, or nonprofit operations preferred
- Strong presentation, facilitation, and communication skills
- Excellent organization skills with strong attention to detail and ability to manage multiple priorities

- Ability to work independently, problem-solve proactively, and adapt in a fast-paced environment
- Strong interpersonal and relationship-building skills
- Demonstrated commitment to excellent customer service and teamwork
- Strong computer literacy using Microsoft Office (Word, Excel, PowerPoint), Canva, and database systems
- Familiarity with the San Diego education community and nonprofit landscape preferred
- Experience working with volunteers, educators, or school partners preferred
- Positive, flexible, and enthusiastic attitude
- Ability to occasionally lift up to 20 pounds and remain on feet for extended periods during program delivery

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.