



**Job Title:** Educational Assistant  
**Reports to:** Director of Capstone Programs  
**Location:** Nashville, TN  
**FTE Status:** Part Time, ideally 2+ days per week – 4-7hr shifts between 8:00am & 3:30pm  
**Compensation:** \$14 - \$16 per hour depending upon experience

**COMPANY SUMMARY:**

Junior Achievement: Empowering young people to own their economic success®

Junior Achievement of Middle Tennessee's (JAMT) purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement reaches students across the Middle TN area with relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, own their own business, and develop readiness for careers or college.

Junior Achievement associates are known for their passion for the JA mission that brings together business and education to work with students in kindergarten through high school so they are empowered to own their economic success. Junior Achievement of Middle Tennessee offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

**POSITION:**

Simulation Assistants are responsible for facilitating and supporting the experiential onsite simulations in JAMT's JA BizTown and JA Finance Park programs during the school year, with opportunities to also support summer programming.

**PRIMARY RESPONSIBILITIES:**

- Assist with planning and facilitating the Capstone simulation as assigned by the JA BizTown or JA Finance Park Managers, including:
  - Emcee the onsite simulation (approx. 4.5hours) with natural stage presence in front of between 70 and 150 students and volunteers (script provided).
  - Work with smaller groups of students to ensure understanding of concepts.
  - Provide technical support and troubleshoot common issues with simulation software and/or storefront technology.
- Create a positive experience for students, teachers, and volunteers in partnership with Capstone and other JA staff.
- Reset the facility each day for the next day's students. Maintain and upgrade computer equipment, as necessary.
- Steward relationships with educators and volunteers; write thank you letters and maintain records.
- Other projects as required.

**EDUCATION/EXPERIENCE REQUIRED:**

- Prior experience in a fast-paced environment such as retail or customer service.
- Prior experience working with children.
- Strong problem solving skills; strong presentation and public speaking skills.
- Ability to prioritize and perform multiple tasks in a fast paced, changing environment.
- Flexible with time; able to be on feet for long periods of time.
- Organized and detail oriented.

**EDUCATION/EXPERIENCE DESIRED (NOT REQUIRED):**

- Educational/Instructional experience.
- Advanced computer skills.
- Bilingual in Spanish or Arabic a plus, but not required.
- COVID-19 vaccination strongly recommended.

**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, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

**BACKGROUND CHECK:** This position is subject to the successful completion of a background check and verification of information contained in resume.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other reasonable job-related duties required by their team lead. This document does not create an employment contract implied or otherwise, other than an “at-will” relationship.

JA of Middle Tennessee is an equal opportunity employer. We prohibit discrimination and harassment based on race, color, creed, religion, gender, national origin, citizenship, age, pregnancy, marital status, disability, genetic factor, sexual orientation, application or membership (current or past) in the uniformed services, public assistance status or any other classification protected by federal, state, or local laws. This applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**HOW TO APPLY**

To apply for this position, please send resume with cover letter, including a paragraph about why you are interested in this job and what unique skills you bring, to [JAMT\\_HR@janash.com](mailto:JAMT_HR@janash.com).

Include “JA Program Simulation Assistant” in the subject line.