



Job Title: Program Associate
Department: Education/Programs
Reports to: Director of Capstone Programs
Location: Nashville, TN
FTE Status: This is a part time position, 6-24 hours per week during the school year (September- May). Hours can vary but are usually between 8:00 am- 3:00 pm. We are happy to work around school schedules.
Compensation: \$14 - \$16 per hour depending upon experience
To Apply: Send a resume with cover letter, including a paragraph about why you are interested in this job and what unique skills you bring, to racheld@janash.com. Include "JA Program Associate" in the subject line.

ABOUT JUNIOR ACHIEVEMENT OF MIDDLE TENNESSEE

Junior Achievement (JA) was founded in 1919 with the mission of educating and empowering young people to succeed in the global economy; the JA of Middle Tennessee chapter (JAMT) was founded in 1957. We work in partnership with schools and businesses to inspire and prepare youth to achieve economic freedom through financial literacy, work and career readiness, and entrepreneurial experiences.

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. Members of the JA team interact with community leaders who support JA with their time, treasure, and talent. JAMT offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

POSITION SUMMARY

This position supports the effective operation of the JA BizTown and JA Finance Park simulations, assuring quality and effectiveness of the students, teacher, and volunteer experience.

PRIMARY RESPONSIBILITIES

- Assist with conducting the JA BizTown and/or JA Finance Park simulations as assigned by the Director of Capstone Programs, including:
 - Emcee the on-site simulation with natural stage present in front of large groups (50-150 students and volunteers);
 - Work with smaller groups of students to ensure understanding of concepts;
 - Provide technical support and trouble shoot common issues with simulation software and/or storefront technology;
 - Create a positive experience for students, teachers, and volunteers in partnership with other JA staff.
- Assist with leading on-site volunteer training.
- Ensure the facility is adequately prepared and stocked for simulation each morning; reset the facility each day for the next day's students.

- Uphold quality standards for the organization (i.e. honesty, integrity, excellent customer service.)
- Other responsibilities as assigned.

QUALIFICATIONS

- High school diploma.
- Prior experience in a fast-paced environment.
- Prior experience working with children and/or teens.
- Strong problem solving skills.
- Excellent 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.
- Conversational in Spanish preferred, but not required.

Don't meet every single requirement? Studies have shown that individuals, namely women and people of color are less likely to apply for jobs unless they meet every single qualification. At JAMT, we are dedicated to building a diverse, inclusive, and genuine workplace, so if you're excited about this role but your experience or qualifications don't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be the best candidate for this role or another within the organization.

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 TN 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.