



Job Title: Partner Engagement Coordinator
Reports to: Sr. Director of Operations & Programs
Location: Nashville, TN
FTE Status: Full Time, 40 hours, generally 8:00am-5:00pm
Compensation: \$49,000 - \$53,000 depending upon experience, paid time off, health benefits, 401k

COMPANY SUMMARY:

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

At Junior Achievement of Middle Tennessee (JAMT), we give young people the knowledge and skills they need to own their economic success, plan for their future, and make smart academic and economic choices. Our corporate and community volunteers deliver relevant, hands-on experiences that give students from kindergarten through high school knowledge and skills in financial literacy, work readiness, and entrepreneurship. JA programs empower students to build financial skills, explore exciting career paths, and develop an entrepreneurial mindset, as they become the leaders of tomorrow.

We at Junior Achievement are dedicated to providing a positive, enriching learning experience free of bias that promotes greater economic opportunity and equity. Junior Achievement welcomes K-12 students, volunteers, educators, staff, and other partners and stakeholders, regardless of race, religion, age, gender, national origin, disability, sexual orientation or any other legally protected characteristic.

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. Junior Achievement of Middle Tennessee offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

But a career at JAMT is about more than our mission and programs. Here you'll find opportunities to learn and grow into new skills and responsibilities. You'll find teammates that quickly turn into friends. You'll find mentors that care and help you reach new heights. And you'll find the resources, flexibility, and support to live your life to the fullest outside of work, whether that means investing in your family, your education, your hobbies, or your wellbeing.

Join JAMT, and join us in a career that matters!

POSITION CONCEPT:

The **Partner Engagement Coordinator** supports the Programs department by managing volunteers who support JAMT's educational experiences and activities, both in the classroom and onsite at our Capstone location. In collaboration with the full Programs Team, this position recruits, organizes, coordinates the pre- and post-onsite experience of volunteers, as well as develops and implements volunteer stewardship and recruitment materials, communication, and surveys. Overall this position will act as the main resource to volunteers to increase participation, retention, and volunteer support.

Key Responsibilities:

1. Volunteer Project Management:
 - Collaborate with JA's external community partners (including board members and company JA champions) and internal program managers to identify appropriate volunteer groups for each of JA's programs.
 - Coordinate the onboarding process for new volunteers, including orientation sessions and necessary paperwork to ensure all volunteer groups fulfill pre-volunteer requirements.

- Monitor the progress of events across all of JA's programs to ensure that they are on track to be adequately staffed with volunteers and communicate regularly with program managers so that they are aware of status.
 - Work with Champions within supporting organizations to coordinate participation throughout the year, ensuring efficient communication
 - Collaborate with JA Marketing Staff to ensure that volunteer needs are appropriately included in marketing materials.
 - Willingness to volunteer yourself and work with students in the event of last minute volunteer cancellations
2. Volunteer Recruitment
- Develop and implement a comprehensive volunteer recruitment plan to attract a diverse range of volunteers for all programs.
 - Identify target volunteer demographics, design strategies to reach and engage them effectively, and implement a plan to attract them to JA's volunteer base.
 - Collaborate with program managers and team leaders to understand volunteer requirements and align recruitment efforts accordingly.
 - Create resources that explain the value of JA from a volunteer perspective.
 - Utilize a variety of strategies to engage with new organizations such as cold calls, volunteer fairs, community events, university partnerships, etc.
3. Volunteer Experience Strategy:
- Develop initiatives to foster a positive volunteer experience and maintain high levels of volunteer engagement.
 - Promptly communicate with volunteers, addressing their concerns, providing feedback, and recognizing their contributions.
 - Analyze volunteer survey data to identify how to improve the volunteer experience
 - Organize volunteer appreciation events, recognition programs, and other initiatives to boost volunteer morale and retention, including collaborating with JA Marketing Staff to ensure that volunteer recognition is included in marketing materials.
4. Volunteer Database and Reporting:
- Maintain an up-to-date volunteer database, including contact information, skills, availability, and areas of interest of current and potential volunteers.
 - Use data and analytics to evaluate the effectiveness of recruitment strategies and make recommendations for improvement.

Qualifications and Skills:

- Bachelor's degree in a relevant field or equivalent experience.
- At least one-year non-profit experience and/or three to five years related work experience in the fields of volunteerism, people management or customer relations.
- Valid Driver's License and vehicle to commute to external community meetings and schools.
- Strong interpersonal and communication skills to engage with a diverse range of volunteers.
- Excellent organizational skills and attention to detail to manage multiple recruitment processes simultaneously.
- Ability to work independently and collaboratively with teams and stakeholders.
- Familiarity with volunteer management software and databases is a plus.
- Knowledge of applicable laws and regulations related to volunteer screening and background checks.

This job description is meant to provide a general overview of the responsibilities and qualifications for a Partner Engagement Coordinator role. Specific duties and requirements may vary depending on the organization and its needs.

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, your salary goals, and what unique skills you bring, to racheld@janash.com.