



Job Title: ELC Specialist

Reports to: Director of Education & Community Engagement

Location: Nashville, TN

FTE Status: Full Time, 40 hours, generally 7:30am-4:30pm

Compensation: \$42,000- \$45,000 depending upon experience, paid time off, health benefits, 401k

COMPANY SUMMARY

Junior Achievement of Middle Tennessee (JAMT) helps inspire and prepare young people to succeed in today's global economy. JAMT connects schools and businesses through hands-on programs that teach students about business, entrepreneurship, financial literacy, career readiness, and civic responsibility. Through these programs, JAMT works to reach several important goals:

- To motivate and inspire students to see why education matters and help them make smart choices about their future education and careers.
- To teach students the skills needed to be successful in any job, such as problem-solving, creativity, and teamwork, while encouraging innovative and entrepreneurial thinking.
- To develop financially literate youth so they can make responsible financial decisions as adults.
- To increase student understanding and appreciation of their civic rights and responsibilities to contribute to their communities.

Junior Achievement of Middle Tennessee is a local affiliate of JA USA, the nation's oldest and largest economic education organization with over 105 years of experience. The organization supports programs across 23 counties.

POSITION CONCEPT

The ELC Specialist assists in the facilitation and leading of the Junior Achievement BizTown (JABT) and Junior Achievement Finance Park (JAFP) simulations at Junior Achievement of Middle Tennessee's experiential learning center (ELC). In JABT 4th-6th grade students run a mini-city and role play jobs in a community, gain confidence in their future. In JAFP, 7th-12th grade students budget and spend for themselves, learning valuable skills as they prepare for adulthood. ELC Specialists work with volunteers, educators and students to ensure the simulation operates smoothly and students gain the most from their JA learning experience.

PRIMARY RESPONSIBILITIES

Program Quality

- Assist with facilitating onsite volunteer training daily (60 minutes) and provide guidance throughout the simulation to up to 20 volunteers to help them coach students by applying their personal experiences within the simulation.
- Assist with the orderly unloading and loading of buses upon arrival and departure, escort students into secure space, verify student numbers on arrival and departure.
- Assist with the onsite engagement of up to 130 students per day by facilitating daily activities, coordinating daily simulation schedule and other logistics to ensure completion of simulation.
- Support program excellence by preparing daily simulation materials and technology and ensuring all student spaces are reset at the end of each day.
- Deliver a consistent, high-quality, high-energy experience every day during the school year (approx. 140 days).

Program Sustainability

- Assist ELC Manager by leading or co-leading the JA BizTown or JA Finance Park simulation. Leading or co-leading requires strong public speaking skills to facilitate volunteer training and instructional tasks that will require the use of our microphone/AV speaker system.
- Assist in inventory tracking for all simulation resources (tablets, props, program materials, etc.).
- Look for opportunities to support teammates and ask for support when needed to ensure that a high level of quality is maintained across all areas through communication and collaboration.
- Provide technical support and troubleshoot common issues with simulation software and/or storefront technology.
- Collect required program forms and complete daily reports in a timely manner.
- Ensure that space is in a constant state of operational readiness through daily walk-throughs, observations, and inspections.
- Prep and reset ensure that program resources and all essential materials for students and volunteers are prepared and ready prior to arrival.
- Utilize non-program days (i.e., summer) to innovate and elevate the current student programs, as well as strategize program growth.
- Assisting with JA Summer Camp

Constituent Experience

- Deliver a best-in-class experience for every student, volunteer, educator and guest that participates in Junior Achievement BizTown and Junior Achievement Finance Park.

- Embody organizational culture and reflect guiding principles to build strong working relationship with peers.

Inventory & Administrative Support

- Assist with ELC inventory.
- Assist with administrative and operational tasks as needed.

Other Duties

- Assist with special projects, events, fundraisers, and other duties as needed

QUALIFICATIONS & SKILLS

- Bachelor's degree required.
- 1+ year of related work experience in program coordination, education, youth development.
- Strong public speaking and presentation skills.
- Excellent communication and customer service skills.
- Demonstrated ability to manage multiple priorities in a fast-paced environment as well as stand for long periods of time and work under high noise levels.
- Proficient in Microsoft Office and CRM systems.
- Valid driver's license and reliable transportation required.
- Commitment to JA's mission and cultural competence.
- Successful completion of all required background checks and screenings in compliance with organizational policies and applicable laws is required.
- Demonstrated commitment to the mission and values of Junior Achievement.

This job description is meant to provide a general overview of the responsibilities and qualifications for an ELC Specialist. Specific duties and requirements may vary depending on the organization and its needs.

EEO POLICY

JA of Middle Tennessee's success depends on our ability to create a diverse, equitable, and inclusive environment. We are committed to attracting, developing, retaining, and promoting a diverse workforce and infusing DE&I throughout our internal practices. Every JA USA employee brings unique talents to our work. We encourage people from underrepresented backgrounds and all walks of life to apply.

BACKGROUND CHECK

This position is subject to the successful completion of a background check and verification of educational credentials listed on the applicant's résumé.

ADDITIONAL INFORMATION This position description does not state or imply that these are the only duties to be performed by the employee. This document does not create an employment

contract, implied or otherwise, beyond an at-will relationship.

HOW TO APPLY To apply, please send your résumé and cover letter—including a paragraph about why you are interested in this job and the unique skills you bring—to the Director of Education & Community Engagement at JAMT_hr@janash.com. Incomplete applications will not be considered.