



About Junior Achievement of Dallas

Are you ready to join an organization where you can make a measurable impact on students and help change the trajectory of their lives? At Junior Achievement of Dallas (JA Dallas), we work every day to equip young people with the knowledge and skills needed to make informed financial, educational, and career decisions. Through hands-on, experiential learning, we partner with schools, volunteers, and community leaders to expand access to opportunity and economic mobility.

JA Dallas is committed to fostering a diverse, equitable, and inclusive environment for our employees, board members, volunteers, and the students we serve. We offer professional growth opportunities, a collaborative team culture, competitive compensation, and comprehensive benefits.

Position Summary

The Program Coordinator supports the Regional Executive Director in the day-to-day operations of the Tyler office by coordinating educational programs, providing administrative support, maintaining program data, and assisting with volunteer and community engagement activities. This position plays an important role in ensuring the successful delivery of Junior Achievement programs while supporting the mission and goals of Junior Achievement of Dallas.

Title: Program Coordinator

Status: Full Time/Non-Exempt

Reports to: Regional Executive Director

Position Type: Onsite

Location: 305 South Broadway Suite 605, Tyler, TX 75702

Pay Range: \$17.00-\$19.23 per hour, based on qualifications and experience

Key Responsibilities:

Administrative Support:

- Provide operational and administrative support to the Regional Executive Director to ensure the efficient operation of the Tyler office.
- Perform general administrative tasks, including answering phones, managing emails, and handling correspondence.
- Maintain organized filing systems for program documents, volunteer records, and student information.
- Prepare and distribute meeting agendas, minutes, and other relevant materials.

Program Coordination:

- Assist the Regional Executive Director in planning, coordinating, and scheduling Junior Achievement programs in schools and community organizations.
- Coordinate program logistics, including preparing materials, confirming schedules, and communicating with educators, volunteers, and community partners.
- Maintain accurate records of program activities, volunteer assignments, and participant data.
- Support the successful implementation of Junior Achievement programs by ensuring resources and materials are prepared and available.

Volunteer Support:

- Assist in cultivating positive relationships with volunteers to encourage continued engagement.
- Support the recruitment, training, and scheduling of volunteers.
- Communicate with volunteers to provide necessary information and respond to inquiries.
- Track volunteer hours and participation for reporting purposes.

Communication and Outreach:

- Assist in the development and distribution of promotional materials for JA programs.
- Maintain contact lists for educators, volunteers, and community partners.
- Assist with communication and marketing efforts as needed.

Event Coordination:

- Assist with volunteer check-in and event registration.
- Provide administrative support for special events, including fundraising events, workshops, and conferences.
- Coordinate event logistics, such as registration, catering, and set-up/tear-down.
- Assist in preparing event materials and ensuring timely communication with participants.

Data Entry and Reporting:

- Enter and update data in Microsoft Dynamic 365 (D365) system and program databases.
- Generate reports on program participation, volunteer activities, and outcomes.
- Assist in the preparation of grant proposals and reports.

Education:

- High school diploma or equivalent required
- Associate or bachelor's degree preferred.

Experience:

- 1-2 years of administrative, nonprofit, education, or program coordination experience preferred.

Knowledge, Skills & Abilities:

- Strong organizational and time-management skills with attention to detail.
- Excellent written, verbal, and interpersonal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Experience with Microsoft Dynamics 365 (D365), CRM systems, or similar databases preferred.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Ability to work independently while collaborating effectively with a team.
- Ability to exercise sound judgment, maintain confidentiality, and represent Junior Achievement professionally when interacting with schools, volunteers, donors, and community partners.
- Passion for youth education and development.
- Demonstrates professionalism, accountability, adaptability, initiative, and a commitment to collaboration in support of Junior Achievement's mission and values.

Physical Requirements:

- Ability to lift and carry up to 25 pounds.
- Valid driver's license and reliable transportation with the ability to travel locally to schools, meetings, and events as needed.
- Flexibility to work occasional evenings and weekends.

Interested candidates should submit a resume, cover letter, to Tamiko Stenline at tstenline@jadallas.org by Monday, August 10.

Junior Achievement of Dallas recruits, employs, trains, compensates, and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.

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 may be required to perform other job-related duties as assigned by their supervisor. Nothing in this position description creates an employment contract, express or implied, other than an "at-will" employment relationship.