



Junior Achievement of South Florida – Workforce Coordinator

Position Description:

The Workforce Coordinator will manage the critical logistics and organizational tasks related to the JA Career Bound programs which educate high school students on workforce readiness. The Workforce Coordinator reports to the Senior Director of Workforce Development and is part of the Workforce Development team at JA. The Workforce Development team at Junior Achievement of South Florida manages multiple high school programs and events each year. The Workforce Coordinator is a salaried position and requires a flexible work schedule. The position may require early mornings and/or evenings and occasional weekends. This position requires very strong organizational skills.

Primary Duties and Responsibilities:

- Oversee and manage critical logistics for JA Career Bound program days, such as transportation, food/beverage, communicating with host sites, organize materials for the day, etc.
- Manage logistics of student internships during the summer such as helping to organize transportation for students, communication with students and parents, organizing weekly reports from students and employers, etc.
- Assist with developing and coordinating JA Career Bound program days
- Manage budgets and timelines
- Identify potential food/beverage sponsors, and help confirm donations
- Work with the team in recruiting, training, and recognizing volunteers
- Assist with data collection and analysis of pre/post surveys and tests
- Help ensure sponsors and partners receive proper recognition and benefits

Knowledge, Skills, and Abilities:

- Highly organized.
- Excellent oral/written communication skills.
- Ability to prioritize and maintain deadlines while managing multiple events.
- Must be an effective team player.
- Works well under pressure.
- Excellent customer service skills.
- Takes initiative.
- High level of attention to detail.
- Resourcefully solves challenges.

Experience and Qualifications:

- Bachelors' degree minimum of 2 years program management experience.
- High skill level in Microsoft Word, Excel, PowerPoint and Outlook.
- Employee must have a vehicle to travel to/from appointments, events, etc.

Compensation and Schedule:

- Compensation range: \$30 - \$35k (commensurate with experience).
- This is a grant-funded position that is currently funded through August 30, 2019. JA's goal is to secure sustainable funding for this position, however if that funding is not identified, this position would be in jeopardy of elimination.
- This is a salaried position with a compensation package that includes generous Paid Time Off, medical
- benefits fully paid for the employee and additional workplace benefits.
- Regular work hours are 8:30am – 5pm, however fulfilling responsibilities and meeting goals may require additional hours.
- Occasional special event support will be required on some weeknights, weekends, and holidays.

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.

About Junior Achievement of South Florida: Junior Achievement of South Florida (JA) inspires and prepares youth to succeed in a global economy. JA provides real-world training in financial literacy including budgeting, spending, investing and the use of credit; offers cutting-edge skill-building opportunities that enable young people to explore meaningful, productive careers; teaches students how to start businesses; and introduces entrepreneurial values that strengthen workplaces. Last year, with the help of over 7,000 trained corporate and community volunteers, JA delivered twenty-plus various programs to almost 50,000 students in classrooms throughout Broward and south Palm Beach Counties. For more information, please visit www.jasouthflorida.org.

To apply, please send your cover letter and resume to Debbie.Elliott@JASouthFlorida.org with the subject line of "WORKFORCE COORDINATOR".

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

For future job postings, follow us on: Facebook.com/StrategicPhilanthropy Twitter: @StratPhil