



Junior Achievement of South Florida - First Impression and Volunteer Ambassador

Position Description: The First Impression and Volunteer Ambassador reports directly to the Director of Community Outreach. This role is an important part of the Junior Achievement team as she/he greets all visitors and volunteers daily. In addition to the Director of Community Outreach, the First Impression and Volunteer Ambassador works directly with the Volunteer Coordinator as well as internally with Program, Development and Operations team members and externally with teachers, volunteers, guests and suppliers/vendors.

Essential Duties and Responsibilities:

- Greet all visitors to JA World Huizenga Center with a welcoming and helpful attitude. Most visitors are parents, community volunteers, teachers, students, and donors.
- Assist volunteers with the registration process on tablets via browser-based program.
- Assist college student volunteers with the management of their timesheets.
- Help direct volunteers to their assigned areas in the building.
- Receive calls to main office phone line and transfer calls as needed.
- Compose, prepare and edit correspondence, reports, and other documents utilizing Microsoft Word and Excel.
- Support program staff with data entry. This includes program schedules, calendars, and school placements.
- Manage inventory, budget, and sales of merchandise sold through the JA BizTown Store.
- Provide support on other special projects such as special events, data entry, office organization, etc.

Knowledge, Skills, and Abilities:

- Strong communications skills (written/verbal)
- Overall friendly and professional demeanor
- Ability to manage projects and meet deadlines
- Ability to work in database systems • Ability to handle several projects simultaneously in a dynamic, deadline-driven, team-oriented environment
- Interpersonal savvy to deal with high level donors, rental representatives, other external contacts
- Highly organized and results, action and solutions-oriented
- Unquestionable personal code of ethics, integrity, diversity and trust
- Self-starter; ability to anticipate next steps; proactively take actions necessary to produce results
- Ability to multi-task; ability to take responsibility for a diverse number of projects and to complete them in a timely manner with limited supervision
- Resourceful; creative problem solver
- Ability to contribute to a positive organizational culture
- Build trust internally and externally, and discretion to handle confidential information

Experience and Qualifications:

- Proficient in Microsoft Office (Outlook, Word, and Excel) required; SharePoint, Planner and Teams a plus.
- Experience in customer service best practices
- Experience in an office setting with standard office equipment, computers, copiers, etc.
- Receptionist experience a plus
- Proficient in English (written and oral). Working knowledge of Spanish & Creole is helpful, but not required
- Bachelor's degree preferred, but not required

Schedule and Compensation:

- 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
- This position has a set schedule of Monday – Friday 7:15am – 4:00pm with occasional evening and weekend requirements.
- This position requires the Manager to work from administrative offices at JA World.
- Special event support will be required on some weeknights, weekends, and holidays.

Physical Requirements: The physical demands described 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 7,100 trained corporate and community volunteers, JA delivered over 20 various programs to almost 50,000 students in classrooms throughout Broward and south Palm Beach counties and at JA World Huizenga Center at the Lillian S. Wells Pavilion, a first-class facility housing JA BizTown and JA Finance Park. For more information about Junior Achievement of South Florida, visit www.JASouthFlorida.org.

To apply, please send your cover letter and resume to Greg@JASouthFlorida.org with the subject line of “First Impression”.

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.

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