



Junior Achievement of South Florida - Program Assistant (Part Time)

Position Description:

The Program Assistant reports directly to the JA BizTown or JA Finance Park Lead and is responsible for ensuring the participating students and teachers have a successful and engaging day at JA BizTown or JA Finance Park. The Program Assistant works directly with fifth or eighth grade students, teachers, parent volunteers, college students, and corporate volunteer teams. This position is a key member of the JA team, ensuring that students learn and thrive during their experience with Junior Achievement of South Florida.

Essential Duties and Responsibilities:

- Lead and assist students, volunteers and teachers during their one-day simulation at JA BizTown or JA Finance Park
- Guide students and volunteers as they use tablets and computers to complete the program
- Review students' and volunteers' responsibilities and tasks throughout the day and be available to help guide them through the program
- Ensure the students, teachers and volunteers complete the program activities in a timely manner according to the day's schedule
- Assist in keeping facilities organized and ensuring the program areas are maintained for overall safety
- Reset program materials, tablets and computers each day for the next day's students
- Organize and assist Junior Achievement staff with maintaining storefronts and preparing for student visits in JA BizTown and/or JA Finance Park.
- Assist with storage, distribution, and inventory of materials and supplies
- Assist with Volunteer Training and Teacher Trainings as required

Knowledge, Skills, and Abilities:

- Ability to work effectively with teachers, students, volunteers, and fellow staff.
- Ability to help students and volunteers use a browser-based simulation program on tablets and computers
- Comfortable engaging and leading large groups
- Resourceful; creative problem solver
- Ability to maintain a positive and encouraging attitude
- Ability to show patience and adaptability when working with students

Experience and Qualifications:

- Bachelor's Degree or experience equivalent preferred
- Teaching, youth work and/or training experience a plus
- Ability to communicate effectively in English, both orally and in writing is required
- Foreign language proficiency, either in Spanish or Creole is a plus
- Experience with standard office equipment and Microsoft Office is required

- Ability to pass a background check for working with children
- Conduct oneself in the best interest of students, teachers and volunteers in accordance with the values and mission of Junior Achievement of South Florida

Compensation & Schedule:

- This is a part time, seasonal position during September – June.
- \$12.00/Hour
- Monday – Friday, 8am – 3pm (subject to change slightly as needed)

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 about Junior Achievement of South Florida, visit www.jasouthflorida.org.

To apply, please send your cover letter and resume to Lisa@jasouthflorida.org with the subject line of “Program Assistant”.

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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