



**Junior
Achievement™**
of Memphis and the Mid-South

516 Tillman Street, Memphis, TN, 38112

JA CAREER OPPORTUNITY

JA Site-Based Instructional Coordinator, Full Time

Junior Achievement of Memphis & the Mid-South is looking for a Full-Time, Site-Based Instructional Coordinator. This entry-level team position assures the quality and effectiveness of Site-Based Programs, manages the activities of volunteers and teachers, and ensures all activities meet quality and program implementation models and standards by maintaining school and volunteer partnerships and ensuring the best simulation experience for all constituents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support daily site-based instructional programming and classroom operations.
- Workday may consist of off site programming weekly. Mileage will be reimbursed.
- Prepare instructional materials and assist instructors, volunteers, and facilitators during program delivery.
- Enter, maintain, and verify student, program, and volunteer data in BCRM with accuracy and timeliness.
- Track attendance, program outcomes, and required reporting data.
- Coordinate program schedules, calendars, and classroom rotations.
- Communicate program updates and logistics with site staff, educators, and JA personnel.
- Maintain organized program records and manage instructional inventories.
- Ensure fidelity to JA USA curriculum standards and operating procedures.
- Support site events, school visits, and special programming as needed.
- Perform additional duties as assigned in alignment with JA USA policies and procedures.

REQUIREMENTS - DESIRED SKILLS & EXPERIENCE:

- BA/BS equivalent.
- Proven experience working with school-aged children (5-18 age range) in an educational setting.
- Excellent verbal and written communication with groups of all sizes and diverse participants.
- Ability and desire to work effectively in a fast-paced, team environment
- Must be able to stand for long periods of time
- Friendly, enthusiastic and positive attitude
- Ability to work under pressure and meet deadlines
- Passion for the mission and work of Junior Achievement of Memphis and the Mid-South.

CONTACT INFORMATION & PROCEDURE:

Please send a resume and cover letter to Ametria Bobo, Director of Education Programs at abobo@jamemphis.org to apply.