



516 Tillman Street, Memphis, TN, 38112

JA CAREER OPPORTUNITY

JA Experiential Learning Instructional Coordinator, *Full Time*

Junior Achievement of Memphis & the Mid-South is looking for a Full-Time Experiential Learning Instructional Coordinator. This entry-level team position assures the quality and effectiveness of programs in our Experiential Learning Center (ELC), 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Facilitate ELC simulations (Junior Achievement BizTown and Junior Achievement Finance Park)
- Develop and maintain educator relationships to secure schools for program implementation
- Collect, maintain, and input all Experiential data into national database and CRM
- Provide quality customer service and direction to all participants visiting the ELC facility
- Ensure that the instructional nature of the program is clearly introduced, clearly understood, and experienced to its fullest capacity
- Establish a safe and positive experience for all visitors, maintain proper conduct and behavior of all students and visitors at all times
- Assist with recruiting and scheduling schools for ELC simulations
- Communicate regularly with teachers about programmatic responsibilities
- Conduct teacher and volunteer trainings (including both large and small groups and one-on-one instruction)
- Organize, manage, update and replace programmatic materials and equipment
- Perform various administrative tasks in support of programs, 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.