Junior Achievement™
of Memphis and the Mid-South

516 Tillman Street, Memphis, TN, 38112

JA CAREER OPPORTUNITY: Instructional Coordinator, *Full Time*

Junior Achievement of Memphis & the Mid-South is looking for a Full-Time Instructional Coordinator. This position assures the quality and effectiveness of Junior Achievement programs across both classroom-based and experiential learning environments, 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 delivering exceptional learning experiences for all participants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

PROGRAM & PARTNER MANAGEMENT

- Serve as a point of contact for educators and school partners, building strong relationships and providing ongoing support.
- Coordinate communications and implementation for assigned schools and programs.
- Ensure programs are delivered with quality, consistency, and fidelity to Junior Achievement standards.
- Collect feedback, maintain program records and participation data, and support program evaluation and continuous improvement.
- Contribute to planning efforts, special projects, and organizational initiatives as needed.

INSTRUCTION & FACILITATION

- Facilitate engaging Junior Achievement learning experiences in classrooms, schools, and/or experiential learning environments.
- Facilitate student, educator, and volunteer orientations and trainings as needed.
- Adapt instructional approaches to meet diverse student needs and learning environments.
- Support program preparation, setup, and execution while maintaining program materials and learning spaces.

VOLUNTEER ENGAGEMENT & SUPPORT

- Train and support volunteers participating in Junior Achievement programs.
- Prepare volunteers to effectively engage students and deliver quality learning experiences.
- Foster positive volunteer experiences that encourage continued involvement with Junior Achievement.

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
- 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:

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