



## Junior Achievement of Wisconsin, Inc. Position Description

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**Position:** Education Coordinator / EC  
**Location:** NE Wisconsin  
**Status:** Part-time, Seasonal  
**Work Environment:** Onsite

**Leader:** Experiential Learning Center Manager  
**Team:** Northeast Region Education / ELC  
**FLSA Status:** Hourly / Non-exempt

### A POWERFUL PURPOSE:

At Junior Achievement, we believe in the boundless possibility of young people. A community connected education partner, Junior Achievement of Wisconsin's purpose is to inspire and prepare young people to succeed. Junior Achievement reaches more than 20,000 students in Northeast Wisconsin annually in relevant, hands-on, minds-on learning experiences that teach young people to manage their money, plan for their economic future, own their own businesses, and develop readiness for careers or college.

Junior Achievement team members are known for their passion for the JA mission that brings together business and education to work with students in kindergarten through high school so they are empowered to own their economic success. Members of the JA team interact with community leaders who support JA with their time, treasure, and talent. Junior Achievement of Wisconsin offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

**POSITION CONCEPT:** Facilitate daily operation of JA BizTown and JA Finance Park student simulations. Act as a resource to volunteers, students and teachers during simulation to ensure smooth and quality delivery of JA programming. Basic skills include good speaking and presentation skills, excellent oral communication, and the ability to train and work in a fast-paced environment.

### PRIMARY RESPONSIBILITIES:

- Act as a JA Champion and deliver exceptional customer service to all JA Constituents.
- Facilitate simulation day efficiently and effectively when students are present by leading simulation roles and responsibilities in assigned rotation.
- Understand how to troubleshoot computer and technology problems.
- Prepare for simulation by following morning set-up guidelines and afternoon cleaning and re-set procedures.
- Facilitate volunteer training.
- Monitor inventory of simulation materials and forms and inform Managers of needs.
- Communicate with colleagues and supervisor to identify potential problems, questions/concerns, etc.
- Seek opportunities to capture testimonials, stories, quotes and photos.
- Other duties as assigned.

*The above position description is not all inclusive and is not an implied contract of duties performed. It is a general overview of position responsibilities.*

**EDUCATION/EXPERIENCE REQUIRED:** Associate degree, or equivalent experience required. Good interpersonal and presentation skills. Detail oriented. Strong oral and written communication, facilitation, and organizational skills. Intermediate computer literacy/skills. Bilingual in Spanish/English desired.

**WORK ENVIRONMENT:** This position requires onsite work. This is critical to the role, as it directly supports and facilitates the delivery of our services and requires team collaboration. Onsite presence is necessary to ensure effective communication, access to specialized equipment or resources, and to perform the essential functions of the job.

**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 accommodation 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, occasionally required to lift and carry light weights (25-30 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.