



Position: Capstone Coordinator
Reports to: JA World Program Director
Status: Part-Time Seasonal
Date Revised: July 20, 2021

Does helping students feel inspired and empowered put a smile on your face? Do you thrive in a fun, quick-paced, and energetic atmosphere? If so, let's talk!

This coming school year students will be back in our facility, JA World, ready to have some fun and take on real-life business and personal budgeting activities, and they will need adults, like you, to assist them throughout the day. This role is perfect for individuals who want a flexible part-time, seasonal job!

Purpose of Position:

You will be on your feet, moving around with other Capstone Coordinators, helping assist students and volunteers throughout their JA BizTown® or JA Finance Park® experience. Conducting small group trainings, problem-solving with students and adults, thinking quickly on your feet, and having a positive, fun attitude is key to your success in this role. You'll also enjoy working in a mission-driven team environment where helping students realize their potential is at the heart of what we do. If this sounds like the right fit for you, keep reading to see if you've got what it takes to #InspireTomorrows.

Here's a peek into a day in the life of the Capstone Coordinator at JA:

- Performs activities to prepare and support JA BizTown and JA Finance Park simulations at JA World
- Serves as a resource to students, teachers, and volunteers
- Assists in JA BizTown and JA Finance Park teacher and volunteer training
- Provides excellent customer service to ensure a positive experience for students, teachers and volunteers
- Organizes and oversees volunteers assisting with JA World program tasks
- Provides special projects and administrative assistance as requested
- Utilizes current business management systems and tools
- Maintains accurate documentation and records
- Other duties as assigned

Here is what we are looking for:

- Demonstrate a positive attitude that reflects well on the organization and its mission
- Strong organizational skills and the ability to manage multiple tasks simultaneously
- Ability to think analytically and prioritize work
- Strong oral/written communication
- General PC proficiency in MS Word, Excel and PowerPoint

Education/Experience Required:

- High School or equivalent experience

If you think this opportunity sounds like a good fit, we'd love to have a conversation to learn more about you. Send resume to Junior Achievement of the Heartland, Attention: Human Resources, 800 12th Avenue, Moline, IL, 61265 OR email to melissa.rebro@ja.org.