

Program Coordinator

JA CENTRAL ONTARIO

Posted On:	April 16, 2021
Closes On:	May 7, 2021
Location:	Office is in downtown Toronto (remote through pandemic)
Reports to:	Manager, Secondary School Programs
Salary range:	\$45,000 - \$55,000
Role type:	Full time, permanent

Are you passionate about empowering the next generation? Are you motivated by educating and inspiring young people to succeed? If you're looking to develop a rewarding career in an impact-driven, youth-focused charity, we'd love to hear from you!

JA Central Ontario is seeking a dedicated, enthusiastic Program Coordinator to support our impactful initiatives for high school students. The Program Coordinator will work with educational stakeholders and students to support recruitment, registration, and participation in school programs and student events. This role will provide administrative support for volunteer screening and assist the Company Program Manager and Manager, Secondary School Programs with program and event coordination. The Program Coordinator is supervised by the Manager, Secondary School Programs and will work cross-functionally with other members of the JA Central Ontario team.

KEY RESPONSIBILITIES INCLUDE:

- Assists with event planning and execution of all secondary school programs and initiatives, including Company Program events
- Supports with development of resources and program collateral
- Coordinates Company Program Awards process including nominations, Interview schedules and winners
- Assists with survey development and gathering program feedback
- Supports student recruitment initiatives for Secondary School programs including outreach communication, coordination and delivering presentations
- Creates tracking for student attendance in Company Program and reconciles with registration
- Creates Company Program Location Profiles and tracks data for in-school programs
- Supports outreach to schools and teachers for all secondary school programs and events
- Corresponds with teachers on program event details
- Works with Manager to coordinate logistics including transportation and food for Student Educational Events (secondary school)

KNOWLEDGE, SKILLS, & ABILITIES:

Required:

- Post-secondary education is required
- Experience working with educators and students

- Effective verbal and written communication skills
- Able to work independently
- Effective organizational skills
- Ability to effectively collaborate with others
- Willingness to learn
- Competency in Office 365 applications
- Experience with salesforce would be an asset
- Knowledge of JA Programs would be an asset

As JA Central Ontario is a youth-serving organization, offers of employment are conditional on the review of references and a Police Records Check.

Take the next step in your purpose-driven career by joining our team. We offer:

- A comprehensive benefits plan, professional development support, generous paid time-off, and an RSP matching program.
- A positive, supportive, and engaged culture.
- An unparalleled opportunity to inspire and prepare young people so they can succeed in a changing global economy.

HOW TO APPLY:

Submit a resume and a cover letter to eszigeti@jacentralontario.org with Program Coordinator in the subject line. Be sure to tell us what makes you a great candidate for this role and why you want to join JA. Only those applicants being considered will be contacted.

JA Central Ontario is an equal opportunity employer, who values the diversity of our employees and those we serve. We welcome applications from all qualified applicants. If you require accommodation measures in the hiring process, please let us know in advance. Thank you for your interest in joining our team.

ABOUT US:

[JA Central Ontario](#) is a charity on a mission to inspire and prepare young people to succeed in a changing global economy. Working in Halton, Peel, Toronto, York, Durham, and Simcoe regions, we bridge the gap between education and the world of work, providing 30,000+ students in grades 3-12 with essential financial literacy, work-readiness, and entrepreneurship skills and experiences. A member of JA Canada and part of JA Worldwide, JA is the world's largest not-for-profit dedicated to educating young people about business.