



## **PROGRAM & ADMINISTRATIVE COORDINATOR**

**CLASSIFICATION:** Full-Time, Non-Exempt  
**LOCATION:** Kansas City, Kansas; Onsite  
**REPORTS TO:** Director of Programs & Experiences

### **POSITION & ORGANIZATION OVERVIEW:**

The Program & Administrative Coordinator plays an essential role of Junior Achievement of Greater Kansas City (JAKC) through day-to-day support for the Program and Administrative functions of the organization. This position coordinates critical support to the Programs team through program data entry, volunteer coordination, and program implementation support. Additional duties will support Administrative functions of the organization through coordination of key accounting processes. This position will co-manage the organization's front desk, serving as a welcoming face of the organization to showcase our dedication to providing KC kids with a choice-filled future.

Junior Achievement teaches kids crucial financial decision-making skills and cultivates their entrepreneurial mindset, helping them find their passion and design a promising career. With over a century of success, JA is the leader in experiential learning; redesigning the K-12 education experience to create economic opportunity and mobility for all youth.

### **ROLES & RESPONSIBILITIES:**

#### **Program Coordination – 70% of Time**

- Coordinate volunteer intake for JA Pathways and Capstone programming, including obtaining and managing contact information, signed conduct forms, and communicating with volunteers to ensure complete profile is maintained prior to volunteer date.
- Schedule training for teachers and volunteers, including providing meeting links, reminder emails, and providing any training materials to attendees.
- Volunteer profile management within database and volunteer management platform, ensuring accurate contact information and complete profiles are maintained.
- Manage kit inventory and work with Volunteer and Education Managers to track inventory and courier schedule to ensure partners have appropriate materials on a timely basis for successful delivery of programs.
- Maintain program supply inventory and manage the ordering and receiving of supplies necessary for the JAKC programs.
- Issue program fee invoices in a timely manner to schools and organizations to the appropriate contact; follow up on payment status as needed.
- Provide assistance to Director of Programs & Experiences to pull data needed for critical reporting requirements.
- Assist program department with data entry, as requested.
- Manage general program e-mails and responsible for organizing and distributing to the appropriate Manager.
- Assist in keeping facilities organized and ensuring the program areas are maintained and communicate with facility management contractor on any immediate needs.
- Attend program meetings as a valued member providing feedback and necessary communication to the Programs team.
- Other duties as assigned.

### **Administrative Coordination – 30% of Time**

- Co-manage the organization's front desk (up to 3 days/week) providing exceptional customer experience by welcoming guests, accepting deliveries, and other day-to-day administrative items.
- Facilitate deposit information to the Senior Database Manager for entry into database and route deposits through approval process.
- Manage vendor relationships, including vendor files with updated W-9s, contact information, and vendor payment profile.
- Enter invoices into the bill processing system and ensure accounting coding and classifications are correct.
- Organize and complete monthly credit card reconciliation maintaining the correct coding, complete receipts, and reconcile to monthly credit card statement.

### **PROFESSIONAL ATTRIBUTES REQUIRED:**

- High School Diploma or equivalent; some college or additional training preferred
- Highly proficient in Microsoft Office Suite
- Experience working with a CRM system or relational database.
- Prior nonprofit experience a plus
- Demonstrated ability to meet deadlines and adapt to changing circumstances
- Highly organized, and detail-oriented with strong project management skills; able to perform and prioritize multiple tasks seamlessly
- Possess outstanding verbal and written communication skills
- Proactive approaches to problem-solving with strong decision-making capability
- Highly resourceful team-player, with the ability to also be extremely effective independently

### **COMPENSATION & BENEFITS:**

The Program and Administrative Coordinator position is an outstanding opportunity to join a growing, mission-driven organization. Junior Achievement of Greater Kansas City offices are located in a newly remodeled, state-of-the-art facility centrally located in Kansas City, KS. The organization offers a fun, welcoming workplace with high employee engagement as our top priority.

JAKC offers a competitive compensation package including health insurance, generous paid time-off, 401k, and other benefits. Compensation starts at \$20/hour for the Program & Administrative Coordinator position.

### **ADDITIONAL INFORMATION:**

The Program and Administrative Coordinator role is expected to work 100% of the time in the facility, between the hours of 8:00 AM to 4:00 PM, Monday to Friday (8:30 AM – 4:30 PM on non-programmatic days if preferred). Limited hours outside of this schedule may be expected from time-to-time.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. In addition, it does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

JAKC's success depends on our ability to create a diverse, equitable, and inclusive environment. We're committed to attracting, developing, retaining, and promoting a diverse workforce and infusing DE&I throughout all our internal practices. Every JAKC employee brings diverse talents to our work, and we encourage people from underrepresented backgrounds and all walks of life to apply.

**APPLICATION INSTRUCTIONS:**

Interested applicants should submit a cover letter and resume to Kate Hood, Director of Programs & Experiences, via e-mail at [khoo@jagkc.org](mailto:khoo@jagkc.org). Please put "Program and Administrative Coordinator" in the subject line. Applications will be reviewed on an ongoing basis through April 5<sup>th</sup>, 2024 and the position will be open until filled.