



JUNIOR STATE OF AMERICA
Job Title: Program Coordinator
Department: Programs
Reports to: Chief Program Officer

Our Story: Since 1934, Junior State of America (JSA) has helped over 500,000 students acquire the knowledge and skills necessary to be active, informed and responsible citizens, voters and leaders. With its student-led, student-run school-year model and rigorous summer school programs, JSA enables students to experience first-hand the drama and power of politics as well as the challenges and responsibilities of leadership. JSA chapters serve as the center of political awareness at their schools and JSA conventions bring thousands of students together to share opinions and learn from each other. We are committed to developing a diverse cross section of young leaders throughout the entire country and are the largest student-run organization in the United States.

Mission: Junior State of America prepares a diverse community of America's high school students to participate in our democracy. We empower students to engage in politics, citizenship, and civic life outside the boundaries of the classroom.

Position Summary:

The Program Coordinator will support student leaders, teachers/advisors, and the educational programs of Junior State of America (JSA). In this role, the Program Coordinator will participate in the implementation of all student engagement activities.

The Program Coordinator will sometimes serve as staff at programs of JSA. Responsibilities of program staff include supervising students, interacting with teacher advisors, student leaders, venue staff, as well as logistics planning, problem solving and event planning.

The Program Coordinator must successfully maintain and cultivate relationships with students, parents, teachers, and partners. Because JSA is a student-led organization and we work with highly motivated and busy teens who have school obligations during the normal work day, **occasional weekend and evening work are the norm. Travel is also required, though JSA does provide compensatory time off for weekend work.**

Duties and Responsibilities

As Program Coordinator you will:

- Assist the program staff in day-to-day operations, including data-entry projects, triaging email inboxes, creating SOP documents and processes, and supervising interns and associates.
- Assist in the application and registration processes for programs, developing relationships with schools, teachers, and students.

- Support program staff to conduct student-led political awareness and civic education programs of the highest educational quality.
- Provide mentorship and guidance to elected and appointed JSA student officials.
- Act as project support on special initiatives focused on engaging students, parents, alumni, and teachers.
- Coordinate and support logistical arrangements for programs and activities in assigned areas; serve as primary liaison with hotel, university, school, and other venue staff as well as vendors.
- Assist with residential life for students during summer programs.

The Ideal Candidate

The Programs Coordinator role is ideal for a self-starter with a growth mindset, a passion for national, state, and local politics, as well as solid logistics, administrative, and support skills. This candidate will be people-centric with a strong work ethic. This person will have an eye for detail, strong written and verbal communications skills, and experience organizing large events, group activities, and/or programs. The ideal candidate will be able to manage multiple projects/priorities with minimal oversight and be flexible and adaptable in their approach to the work.

The ideal candidate is committed to developing the next generation of leaders within a non-partisan organization and is eager to work closely in a cross-functional team environment.

Qualifications

- 3-5 years experience in a program coordinator, logistics, administrative, or similar role required.
- Past experience working with youth or in youth development programs preferred.
- Strong organizational, problem-solving, and analytical skills.
- Good judgment with the ability to make timely, independent decisions and the ability to develop appropriate relationships with young people.
- Excellent written and verbal communication skills.
- Strong in the Google Suite, Google Apps and Google Apps for Education.
- Solid experience in Salesforce or other CRM/Database Software required.

Working Conditions and Travel

We work with thousands of the most interesting and promising high school students in the nation. Travel to student events and programs **will be required**. Travel to the Oakland office for meetings, retreats and/or training **will be required**. Much of this travel will be on weekends and during the summer. **This is a hybrid position**. When you are not traveling for JSA, you will be working in your

EEO STATEMENT

JSA provides equal employment opportunities to all employees and applicants in all JSA facilities without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation in accordance with applicable federal, state and local laws.

home office during normal business hours in your timezone. On occasion, you will be asked to report to a coworking space in your local area for special work assignments.

Apply

The position will remain open until filled. To apply for this outstanding opportunity, please electronically submit your resume, letter of interest to Jodi Wiseley: jwiseley@jsa.org. The letter of interest should outline why you are interested in joining JSA and your relevant accomplishments. Projected start date is October 3, 2022.

COMPENSATION AND BENEFITS

The salary for this position is \$58,200.

JSA offers a competitive full employment benefits package including:

Paid time off and company paid holidays

Medical/Dental/Vision Insurance Coverage

Retirement plan

Remote work opportunity

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