



**Position Title:** Outreach Coordinator

**Reports to:** Development Manager

**Summary:** Full Time, Non-Exempt (occasional evenings and weekends required)

**Organization Summary:**

Junior Achievement of San Diego County (JA San Diego) empowers young people to own their economic success through Common Core-aligned K-12 programs focused on financial literacy, work readiness, and entrepreneurship. These programs enable students to make a connection between what they learn in school and how it can be applied in the real world—enhancing its relevance and increasing students’ awareness of the value of education, the importance of planning for the future and the impact of their decisions. These early insights are essential building blocks for economic empowerment and self-sufficiency.

JA San Diego associates are known for their passion for the JA mission to empower youth and drive to building a bright future for San Diego. JA San Diego offers a collaborative, innovative and inclusive work environment.

**Job Function:**

The Outreach Coordinator is responsible for the planning, development, and execution of primarily middle and high school JA San Diego programs in conjunction with the Capstone Coordinator and Development Manager. Primary program areas include Ambassadors, virtual Finance Park, and virtual and in-person workshops focused on entrepreneurship, career readiness, and financial literacy.

**Responsibilities:**

- Under the direction of the Development Manager, responsible for the planning, development, and execution of JA San Diego programs (virtually and in-person) to middle and high school students.
  - Build a solid foundational knowledge of JA Curriculum and Programs.
  - Adapting implementation of JA Curriculum and programs to meet the needs of community constituents.
- Communicate effectively across all key stakeholders (students, parents, educators, volunteers, donors, etc.)
- Facilitate volunteer recruitment, volunteer training, volunteer reminders, post-session thank-you letters and compile feedback.
- Identify opportunities to engage new key stakeholders (students, schools, community organizations) to participate in JA San Diego programs.
- Help to grow program exposure to areas we are currently not engaging.
  - Coordination of Home School programming
- Provide regular technical assistance and training to educators, students, and community-based partners to ensure that delivery and outcomes meet JA program standards.
- Other duties as assigned.

**Qualifications:**

- Bachelor’s or Associates Degree in education or youth development preferred; 3-5 years experience in related fields may be substituted.
- Understanding of best practices and experiences connecting and engaging youth, specifically middle and high school aged children.
- Experience working with Common Core Curriculum and State Standards.

- Experience working in education or nonprofit setting.
- Experience working with and engaging diverse communities and students.
- Strong verbal and written communication skills.
- Experience engaging others through virtual platforms (i.e. Zoom, Microsoft Teams, etc.)
- Working proficiency of Spanish preferred.

**Benefits:**

- Medical (75% employer paid for staff and 50% for dependents), dental and vision (75% employer paid for staff and dependents), life (100% employer paid) and long term disability insurance (employee paid)
- 401k plan with employer match
- PTO, Sick time and paid time off for major holidays

**To Apply:**

Send cover letter and resume to: Kayla Covey at [kcovey@jasandiego.org](mailto:kcovey@jasandiego.org)

*Junior Achievement of San Diego County promotes equal opportunity for all employees and applicants. In doing so, we comply with local, state, and federal laws and regulations to ensure an equal employment opportunity for everyone. We don't discriminate in employment opportunities or practices on the basis of race, ancestry, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, citizenship, military service obligation, veteran status or any other basis protected by federal, state or local laws. Our policies and personnel practices are intended to ensure that all of us are treated equally with regard to recruiting, hiring, and advancement, and our decisions on employment are made to further the principle of equal employment opportunities for employees.*