



REGIONAL COORDINATOR Job Description

EFFECTIVE DATE:	October 16, 2017
APPLICATION DEADLINE:	NA
POSITION TITLE:	Regional Coordinator (FT)
HOURS:	Exempt.
REPORTS TO:	Area President

BROAD FUNCTION AND SCOPE OF THE POSITION:

Implements all JA activities in Northwest Arkansas region. Responsibilities include all fundraising and education programs with particular emphasis on recruiting, training, placement, support and recognition of volunteers. In addition, the Regional Coordinator will manage the NWA Regional Board in conjunction with the Area President.

PRIMARY RESPONSIBILITIES:

1. Recruits and renews program volunteer commitments through individual renewals and company liaisons. Develops and implements training programs and training evaluation. Coordinates the placement and scheduling of trained program volunteers. Implements plans for teacher and program volunteer contacts.
 2. Develops and delivers all sales presentations to support strategic plan program expansion to new districts, schools, and prospective teachers. Renews commitments of schools and teachers. Submits forecasts and interim reports to Education Manager.
 3. Implements recognition programs developed with the Education Manager that are of interest and value to participants including events, awards and gifts.
 4. Handles general records and correspondence with program volunteers and prospects. Files all class registration forms. Communicates program volunteer needs. Supervises procurement and delivery of all program materials.
 5. Successfully executes regional special events according to established best practices. Identifies and solicits company involvement. Recruits and manages company coordinators, chairs/captains, and sponsors for event financial success. Works with host site to make logistical arrangements. Coordinates with Business Operations Coordinator to ensure proper invoicing and donor correspondence.
 6. Works with Area President to provide organization and direction for the NWA Regional Board of Directors
 7. Annually volunteers for at least one Junior Achievement classroom program.
 8. Participates in staff meetings via video or teleconference.
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EDUCATION/EXPERIENCE REQUIRED:

Required:

Bachelors degree or equivalent experience. Strong oral/written communication and organizational/planning skills. Computer literacy.

Desired:

Bachelors degree or higher in business or education. Two years classroom or business experience.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

To apply: email aforrest@jaark.org