

**JASoCal is currently recruiting for:  
PROGRAM SPECIALIST, ORANGE COUNTY**

**BECOME PART OF JUNIOR ACHIEVEMENT**

Join our small, hard-working, supportive Advancement Team with a mission to raise funds to empower youth throughout Orange and Los Angeles County. Prepare young people from all backgrounds to achieve financial independence and to develop confidence in their financial futures and opportunities by educating students on Financial Literacy, Career and Workforce Readiness, and Entrepreneurship. JA SoCal's newest program, the high school partnership program with 3DE by Junior Achievement, re-engineers public high school education, making schools more relevant, experiential, and authentically connected to the complexities of the real world, more fully preparing today's students for the demands of tomorrow's economy.

**SUMMARY:**

Under the Program Manager's direction, the Program Specialist supports coordinating volunteer engagement and Junior Achievement (JA) programs in K-12 schools and young adult settings (ages 18-24) within the Orange County region. Duties include program coordination, volunteer support, event assistance, data tracking, and relationship stewardship, full-time position (40 hours/week) based in Costa Mesa, CA.

**Key Responsibilities**

**Program Coordination**

- Assist the Program Manager in coordinating program delivery and ensuring alignment with organizational goals.
- Support recruiting and scheduling of JA programs with school and community partners.
- Facilitate communication with schools, administrators, volunteers, and other stakeholders to coordinate program logistics.
- Prepare and distribute program materials to volunteers, ensuring alignment with program needs.

**Volunteer Support**

- Coordinate volunteer assignments and assist in training volunteers under the guidance of the Program Manager.
- Provide on-site and virtual support during program delivery to ensure smooth execution.
- Build positive relationships with volunteers to encourage continued engagement.

**Event Coordination**

- Assist in planning and executing special student events and competitions.
- Work with the Program Manager to ensure well-coordinated event logistics and volunteer involvement.

**Data Tracking and Reporting**

- Track program participation and volunteer engagement using organizational databases (e.g., BCRM).

- Maintain accurate records of teacher, school, and volunteer involvement as directed by the Program Manager.

#### **Program Evaluation**

- Administer pre- and post-program evaluation tools to students, teachers, and volunteers as directed.
- Provide feedback and data to the Program Manager to inform reporting and program improvements.

#### **Collaboration**

- Work collaboratively with the Program Manager, staff team, and other departments to meet organizational objectives.
  - Provide administrative and logistical support for programs and initiatives as assigned.
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#### **Skills & Qualifications**

- Strong organizational and coordination skills.
  - Excellent communication and relationship-building abilities.
  - Proficiency in data tracking and reporting tools.
  - Detail-oriented with the ability to handle multiple priorities effectively.
  - Team player with a collaborative mindset.
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#### **Location & Employment**

- Temporary Position
- Based in Costa Mesa, CA, serving the Orange County region.
- Non-Exempt, Full-time, 40 hours per week.
- \$25 - \$30 an hour
- Reports to Program Manager

***Please apply for this position through our careers page at <https://jasocal.org/careers/>***

***Due to the volume of applications, only applicants selected for the interview process will be contacted.***