



Position title: Operations Coordinator - HYBRID
Reports to: Director of Operations
Compensation: \$50,000-\$60,000 Full-time with benefits (exempt)
Application: Submit cover letter and resume to jobs@jagreaterboston.org

Join an innovative team working together to close the wealth and opportunity gaps in underserved communities in Massachusetts. JA of Greater Boston (JA) offers a flexible working schedule, benefits including a 401k match, \$500 in your FSA account, partial cell phone, internet, and car maintenance reimbursements, mileage reimbursement for most work-related travel, and potential for an organization-wide bonus. Traditionally, we are off the week between Christmas and New Year's and have a flexible summer schedule.

Position Description

Junior Achievement of Greater Boston (JA) seeks a proactive, exceptionally organized, and detail-oriented Operations Coordinator to support the Education, Development, and Operations teams' evaluation processes and operations. A successful candidate will be highly organized, motivated, collaborative, assertive, and comfortable taking the lead with external constituencies. This position works closely with the Education, Development, and Operations teams and reports to the Director of Operations.

This is a full-time position and is currently remote except for some JA events, which all staff are expected to attend, and team and partner meetings. The Operations Coordinator will be supplied with a laptop and monitor. Must have reliable internet. Must have reliable access to a vehicle or be able to commute to sites without issue when needed. Some evening work is occasionally required. Shared office space is available at JA's Innovation Center @ RSM at 80 City Square in the Charlestown neighborhood of Boston.

Primary Responsibilities

- Implements and manages the pre- and post-evaluation surveys in coordination with Education Managers; primarily by going to schools and implementing surveys, interviewing students on their JA experiences, etc.
- Understands the ins and outs of the JA Pathways Analytics System where most surveys will be housed; pulls appropriate evaluation data from this system; edits pre-existing surveys in the system to account for localized data JA of Greater Boston wants to capture
- Generates data and analysis reports for the Development team to support grant applications, impact reports, marketing, and constituent engagements
- Keeper of BCRM, JA's current constituent management database: maintain accurate data, add interactions to appropriate records, adds new individuals and organizations, ensures all new entries are receiving JA newsletters and communications through Constant Contact
- Tracks follow-up tasks in Asana (project management tool) and communicates next steps to the team as required
- Performs support-related tasks and activities of the Operations team
- Coordinates operations and supports logistics to execute successful events, marketing, Board meetings, associate board meetings, or other activities
- Supports the systems and processes that ensure the Operations team meets its expectations

Preferred Skills and Qualifications

- 1-2 years of successful experience in general operations or a similar background
- Strong written and oral communication skills
- Strong organizational and time management skills; keen attention to detail and diligent follow through a must
- Flexible and able to multi-task; can work within an ambiguous, fast-moving environment while also driving toward clarity and solutions
- Ability to work collaboratively with diverse internal and external stakeholders, as well as independently; experience with and ability to work remotely
- Must have proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint, Publisher)
- Knowledge and experience with a CRM system, preferably Blackbaud (e.g., Raiser's Edge), and familiarity with Asana a plus

About Junior Achievement

Junior Achievement's (JA) mission is to inspire and prepare young people to succeed in a global economy. JA is the world's largest organization dedicated to educating young people on financial literacy, workforce readiness, and entrepreneurship through programs taught by trained corporate or community volunteers in schools and at after-school sites throughout the world. Together with our school, business, and community partners, Junior Achievement of Greater Boston draws on its 70+ year history to prepare today's youth for the workforce of tomorrow. Through our proven, hands-on programs and experiences, middle and high school students in Central and Eastern Massachusetts learn how to manage their finances, launch their own businesses, make their college and career goals a reality, and become future leaders. We engage volunteers from the business community who understand our students' lived experiences and can guide them as they build their confidence and important life and workplace skills. By focusing on communities most in need of opportunity, we're transforming students' lives, making a lasting impact on their families, schools, and communities, and creating a more equitable society.

Corporate Culture Statement

We hire the best people, not just the best talent. We work together as one team to deliver our mission. We treat each other with respect, communicate clearly, value diverse opinions, and challenge the status quo in our quest for continuous improvement. We value our people and offer them competitive compensation/benefits, schedule flexibility, and purposeful professional/personal development opportunities. We treat all our stakeholders as important contributors to our ultimate goal of delivering on our mission to inspire and prepare young people to succeed in a global economy. JA provides equal employment opportunities for all applicants. We do not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status. We encourage applications from candidates who can complement our diversity, equity, accessibility, and inclusion work by offering unique perspectives and understanding of issues impacting groups that have been traditionally under-represented in the field.

The above 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.