



## Junior Achievement of Greater Washington

**Position Title: Education Associate (Full-Time)**

**Department: Education**

**Reports To: Manager, Finance Park – Montgomery County**

**Salary Range: \$42,000 - \$45,000**

Be a Part of Something Bigger! Are you looking for work that inspires you? At JA of Greater Washington, we know what matters. We're motivated by our mission – teaching young people how to succeed in a global economy – and we wake up every day inspired to serve more than 40,000 students in the Washington, D.C. area.

But a career at JA of Greater Washington is about more than our mission and programs. Here, you'll find opportunities to learn and grow into new skills and responsibilities. You'll find teammates that quickly turn into friends. You'll find mentors that care, and help you reach new heights. And you'll find the resources, flexibility, and support to live your life to the fullest outside of work, whether that means investing in your family, your education, your hobbies, or your wellbeing.

Join JA, and join us in a career that matters.

### **Position Concept**

JA Finance Park is an innovation in experiential education designed to prepare students for life and work in the real world. Students learn and practice how to make informed decisions for lifelong success by aligning the realities of life – and personal choices – with financial stability; connecting education and career decisions with income expectations, and experiencing first-hand what it takes to make it in the JA Finance Park budgeting simulation.

JA Finance Park Montgomery County typically serves 12,000 students and engages 2,000 volunteers to guide students through the budgeting simulation. The Education Associate, Finance Park Montgomery County supports facility-based operations, the execution of the JA Finance Park capstone experience, and serves as the secondary site-lead for the facility safety and security for all constituents, including staff, students, volunteers, teachers, and guests.

This Finance Park Associate position is a member of the Capstone Operations team supporting facility-based capstone experiences across the region ensuring constituents are supported, prepared and motivated to bring financial literacy to Middle and High school students in our area on a daily basis. The Finance Park Associate reports directly to the Manager, Finance Park and will work with the rest of the Capstone Operations Team to ensure all aspects of the simulation are ready for the volunteers, school staff and students. The Associate will work with the school staff who come to the site to ensure they feel supported and prepared for their day at the Finance Park. The Associate will be a part of the implementation of the Finance Park program from set-up to break-down and will support the regional and national sharing of best practices.

### **Organizational Requirements**

- Must be COVID-19 vaccinated by date of hire to be considered.

- Have ability to pass a federal background check, and to be permitted to work in the presence of children, prior to the first day of employment.
- Must reside in the Greater Washington region before the position start date

### **Supervisory Responsibilities**

None

### **Essential Duties/Responsibilities**

Implements the JA Finance Park® simulation during school visits.

- Work directly with the school staff during their visit to the Finance Park and relay expectations and necessary program information
- Interact with students to support them through their Finance Park simulation experience
- Collect daily student, teacher, and volunteer testimonials
- Ensure the collection of volunteer photos
- Cross-train in all necessary roles of the program in order to fill-in when needed
- Prepare the facility for school and external visits, as well as external events at Finance Park
- Assist with the maintenance of the facility in between school and external visits and various external events
- Communicate with appropriate staff on all needs for program materials, volunteer, teacher and visitor support
- Assist with the maintenance of inventory for curriculum, product materials, and supplies
- Assist in appropriate correspondence, communications, and follow-up, as needed
- Support and assist with external events at the Finance Park
- Complete necessary data entry of the Finance Park program
- Complete all necessary tasks required to ensure longevity of program and building

### **Professional Skills/Abilities**

#### **Required**

- 2+ years' experience working with secondary school-aged students
- Excellent interpersonal skills and a customer-service mindset
- Ability to be flexible with hours
- Proficiency in Microsoft Office Suite
- Excellent organization and time management skills
- Excellent written and verbal communication skills
- Ability to organize and prioritize work
- Incumbents must be able to pass a federal background check and be able to work in the presence of children prior to the first day of employment

#### **Preferred**

- Experience in the Guest Services industry
- Experience with a CRM database

### **Education and Experience**

## **Required**

- Associates Degree or equivalent experience

## **Preferred**

- Bachelor's Degree

## **Physical Requirements**

- Ability to lift 25 pounds
- Must be able to reach with hands and arms
- Must be able to talk and hear
- Ability to squat occasionally
- Ability to continually stand or walk
- Ability to sit for a prolonged period of time to complete data entry

## **Work Environment**

Working with the students visiting the Finance Park means higher noise levels while the students work to complete the simulation. This facility is located within a high school and is not in JA's main office.

## **Benefits**

- 100% company paid medical/dental/vision coverage/group life insurance for employee
- 401(K) plan in which JAGW contributes 3% of an employee's pay after employee has worked at least two months.
- JAGW will contribute 3% into a personal traditional IRA until an employee is eligible for the 401(K) plan.
- Paid Parental Leave offered to full-time employees who have been with JAGW for at least a year.
- Employees may be granted up to 16 hours of paid volunteer activity leave per calendar year.
- Generous paid time off program in which the benefits increase along with your tenure with the organization
- Observe all federal holidays during the calendar year. In addition, JAGW observes December 25 – December 31 as a paid holiday.

## **JAGW is an Equal Opportunity/Affirmative Action Employer**

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, disability, sex, age, ethnic or national origin, marital status, sexual orientation, gender identity or presentation, pregnancy, genetics, veteran status or any other status protected by state or federal law.

## **Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.

## **Next Steps**

To apply please email a cover letter and resume to [jagwjobs@ja.org](mailto:jagwjobs@ja.org) and reference the position title in the subject line. Incomplete applications will not be considered. No phone calls, please.