



## **Job Description: JA City Floor Manager**

**Junior Achievement: Empowering young people to own their economic success.**

Junior Achievement of Utah's purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement reaches more than 100,000 students annually in relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, own their own businesses, and develop readiness for careers or college.

Junior Achievement associates are known for their passion for the JA mission that brings together business and education to work with students in kindergarten through high school so they are empowered to own their economic success. Members of the JA team interact with community leaders who support JA with their time, treasure, and talent. Junior Achievement of Utah offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

**Position Concept:** Helps to facilitate the implementation of JA Biztown and JA Finance Park program simulation days and ensures that all students have a quality learning experience. Conducts volunteer trainings. Manages JA City program information and registration for Junior Achievement USA database. Develops curriculum and maintains good relationships with JA contacts. Provides operational and administrative support for Junior Achievement. Implements special projects as needed.

### **Primary Responsibilities:**

- Conducts trainings and assists with Junior Achievement City on-site days.
- Supports with computer and/or printer issues.
- Supports the role of management in ordering and supplying inventory.
- Works to maintain school database/spreadsheet for tracking purposes.
- Works with JA team on establishing and maintaining good relationships.
- Manages timely submissions of program data entry for JA USA registration.
- Assists with curriculum and simulation changes.
- Assists with other operations as needed.

**Qualifications:** Strong oral and written communication skills. Comfortable presenting in front of large groups. Must be detail oriented, self-motivated, computer proficient, ability to multi-task, ability to be flexible, team player, like to work with children and teenagers. Must be able to be on your feet at least 5 hours per day and be able to lift up to 30 lbs.

### **Organization's Race, Equity, Diversity & Inclusion Statement and Work**

- Junior Achievement is the recognized leader in "empowering young people to own their economic success<sup>®</sup>" through volunteer-led, experiential learning. We are dedicated to providing a positive, enriching learning experience free of bias.