



Position Title: Administrative Coordinator

Date Posted:

Area: Columbus, Ohio

About Junior Achievement of Central Ohio

At Junior Achievement of Central Ohio (JA), we imagine a future where each new generation is inspired and prepared to achieve personal success in their careers and lives. We bridge the gap between education and work for central Ohio K-12 students by creating environments and experiences where students discover their potential, identify their talents and interests, and explore pathways for their future. Because of JA programming, central Ohio students are better prepared to achieve personal success – no matter the socioeconomic conditions from which they ascend.

Full or Part Time: Part-Time; 25 Hrs/Week; Summer Flex Hours

Exemption Status: Hourly, non-exempt

Compensation: \$21-\$23

Reports To: Administrative Assistant

Impact (Job Summary)

The Administrative Coordinator will greet, assist, and provide direction and information to clients, visitors, and other guests of the organization. Additionally, the Administrative Coordinator will manage office supplies and support daily operations for other departments as needed. This position reports to the President and provides support to all areas of the organization.

Primary Responsibilities

Administrative

- Serve as front desk/receptionist for the office, greeting and directing visitors and managing deliveries.
- Manage and implement logistics surrounding packaging, pick-up, and delivery of classroom materials.
- Provides support to various departments as directed.
- Provides support to Capstone programs (JA BizTown and JA Finance Park) as directed.
- Provide clerical support duties such as answering phones, sorting, scanning, and distributing mail, and preparing documents.
- Meet hospitality needs for internal and external meetings (lunch requests, parking passes, greeting external guests when they arrive)

Education

- High School Diploma Required
- 1-3 years of related work experience

Attributes and Interpersonal Skills

- Excellent organization, and oral communication skills
- Strong organization and time management skills effectively handle multiple projects.
- Ability to work independently and in a team environment.
- Ability to multi-task and adapt in a fast-paced frequently changing environment. • Highly engaged individual who can work collaboratively with others with an enthusiastic frame of mind.

Technical Skills

- Proficient in Microsoft Office Suite

Application Process

- Send Resumes to careers@jacols.org

