

DESIRED EXPERIENCE

- Experience with CRM systems
- Microsoft Office 365
- Constant Contact platforms

BEHAVIORAL COMPETENCIES

At Junior Achievement of Central Maryland, we consistently exemplify to each other and to all stakeholders the following interdependent values and associated behaviors. The bedrock for the successful achievement of the JA mission on an ever-increasing basis is a commitment to safeguarding a sound behavioral culture that unleashes our best ideas for the benefit of all stakeholders and the community at large.

- We act with trust, integrity, accountability, and honor in every interaction with each other and our stakeholders no matter the circumstance or situation.
- We operate with a growth mindset and are role models of the sound economic principles we impart to students.
- We are responsible, independent thinkers while realizing the synergies of teamwork create a multiplying effect of sound ideas. We practice collaboration. We invite an understanding of each other's perspectives and work through our differences with the goal of doing what is in the best interest of our organization as opposed to any one individual or group.
- Each staff member strives and achieves professional development by working to grow in skill, knowledge, and maturity.
- Believing in the best in ourselves and others is an inherent part of who we are and is a crucial part of our mission. We positively influence our work environment, both internally and externally. "It is not in my job description," does not exist at our organization.

ORGANIZATION

Junior Achievement of Central Maryland consists of passionate people who seek to educate and inspire young people to succeed in a global economy. JA reaches students in relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, run their own businesses, and develop readiness for careers and college. JA associates are known for their passion for the JA mission bringing together business and education to work with students in kindergarten through high school empowering them to own their economic success. Members of the team interact with community leaders who support the JA mission with their time, treasure, and talent. JA offers a collaborative, inclusive work environment, and the opportunity to impact the lives of young people in our community.

Salary Range: \$42,000 - \$48,000 a

JA Contact: Send cover letter and resume to Kim Denis at kdenis@jamauryland.org

This 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.