



CAREER OPPORTUNITY

EXECUTIVE ASSISTANT

COMPANY SUMMARY

We are the passionate people who seek to empowering young people to own their economic success. Junior Achievement (JA) Bahamas' purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement works with local schools and Corporate Bahamas 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 passionate for the JA mission engaging 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. JA Bahamas offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

POSITION CONCEPT

JA Bahamas has an immediate opening for an Executive Assistant. The Executive Assistant is a critical member of the JA Bahamas team supporting the day-to-day activities with major functions, but not limited to, all administrative correspondence, and other general operations of the organization. The ideal candidate should have prior knowledge of Junior Achievement or is a JA Alum who is a detail-oriented, problem-solving self-starter with a growth mindset, anticipating and supporting strategic initiatives.

Title: Executive Assistant - Junior Achievement Bahamas

Reports to: Executive Director

Status: Full-Time, Weekly

Long-Term Duties and Responsibilities:

- Coordinate executive communications, including calls, responding to emails, and interfacing with stakeholders

- Maintain an organized filing system of paper, electronic documents and stakeholders/investors database
- Assist with preparing internal and external corporate documents and proposals for team members and stakeholders
- Maintain and schedule meetings, manage travel itineraries and reminders for Executive Director
- Coordinate Board & Committee meetings and prepare/distribute materials
- Assist with arranging/coordinating corporate events, fundraising, staff appreciation events, and others as assigned, occasionally outside of office hours
- Assist with the compilation of information for the JA Worldwide (JADE) annual report for JA Bahamas at the end of the JA year.
- Manage and maintain office inventories
- Uphold a strict level of confidentiality and data integrity
- Develop and sustain a level of professionalism among staff and stakeholders

Short-Term (temporary) Duties and Responsibilities – JA New Providence:

- Assist with the recruitment of students for Club and Company Programmes
- Assist with coordination, training and orientation of students, advisors, teachers and volunteers
- Assist with ensuring all volunteers have completed the necessary pre-requisites to volunteer with JA New Providence
- Assist with maintaining an alliance with counseling firms, school guidance counselors and principals regarding respective programmes
- Assist with ensuring information packages, programme kits and all other related programme information is distributed to schools
- Forward feedback from all parties to the Executive Director regarding any necessary improvements.
- Visit the programme locations (schools/meeting spaces) in-person or via online platform
- Distribute, and collect upon completion, a mid-point progress questionnaire to all programmes
- Assist with the planning and execution of all events and activities
- Assist with updating the impact spreadsheet after each event/activity

Qualifications:

- Preferred JA Alum or prior knowledge of Junior Achievement
- Proficient in Microsoft Office including Word, Excel, Power Point, Publisher and Outlook
- Knowledge of administrative/clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures

- Attention to detail and strong data entry skills
- Ability to coordinate tasks and deadlines with multiple programme areas and departments
- Ability to work independently and as part of a team
- Ability to multi-task and work effectively in a fast-paced environment
- Excellent interpersonal skills and ability to maintain confidentiality
- Excellent oral and written communication skills
- Ability to work effectively with teachers, volunteers and stakeholders

APPLICATION PROCESS:

Please send your cover letter and resume to info@jabahamas.org.

Subject line: Executive Assistant

Review will begin immediately and continue until the position is filled/hired. Please, no phone calls.