



CAREER OPPORTUNITY

TEMPORARY PROGRAMME 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.

Title: Temporary Programme Assistant - JA New Providence

Reports to: Temporary Programme Coordinator – JA New Providence

Status: Contractual

Short-Term Duties and Responsibilities – JA New Providence:

- The compilation of minutes for monthly Executive Advisors meetings
- 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 information packages, programme kits and all other related programme information is distributed to schools
- Visit the programme locations (schools/meeting spaces) in-person or via online platform, if needed
- Preparation of the Club Programme end-of-year certificates
- Assist with the planning and execution of the annual Awards Show and, all other events and activities

- Assist with updating the impact spreadsheet after each event/activity
- Provide positive feedback

Qualifications:

- Knowledge in Microsoft Office including Word, Excel, Power Point, Publisher and Outlook
- Preferred prior knowledge of Junior Achievement or is a JA Alum
- Attention to detail
- 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 main 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: Temporary Programme Assistant – JA New Providence

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