



Tallahassee, FL  
(386) 847-4892  
Alyssa Seymour, Program Manager  
alyssa@jabigbend.org

## JOB DESCRIPTION

<b>Position Title</b>	Education Intern (Spring 2021)
<b>Reports To</b>	Program Manager, Alyssa Seymour
<b>Employment Type</b>	Part-time, Non-exempt, Hourly
<b>Work Schedule</b>	10-20 hours/week, 9:00 AM – 4:00 PM, flexible days
<b>Class/Wage</b>	Unpaid-Internship

## ABOUT JUNIOR ACHIEVEMENT

Junior Achievement is the world's largest non-profit organization dedicated to providing work readiness, entrepreneurship, and financial literacy programs for K-12 students. Programming is delivered by trained volunteers that provide a unique hands-on experience while teaching JA programs that correlate with state standards. JA was founded in 1919 to fill a gap in educational inequality, JA Big Bend staff and board strive toward preparing young people for the real world by showing them how to generate wealth and effectively manage it, how to create jobs, and how to apply entrepreneurial thinking into the workplace.

## POSITION SUMMARY

The Education Intern will help increase program awareness and capacity, while supporting JA's mission, goals, and objectives. The Education Intern performs functions central to JA Big Bend's success, and requires an organized, enthusiastic, and creative approach to associated responsibilities.

### Program Development

- Expands program reach to elementary, middle, and high schools within Leon and surrounding counties
- Research and learn new ways of implementing JA Programs
- Learns JA databases and assists with inputting program information
- Collects surveys from programs and inputs into JA databases
- Helps recruits and train volunteers before they teach a JA Program
- Assists Program Manager and Volunteers in teaching JA Programs to elementary, middle, and high schools
- Communicates with educators and volunteers, to ensure that all programs are running efficiently
- Other related duties as needed

## SKILLS, KNOWLEDGE, AND QUALIFICATIONS

### Required

- College student currently studying education/secondary/elementary, at least one year of experience in professional setting required
- Minimum functional knowledge of Microsoft Office, Constant Contact and Jotform
- Excellent verbal and written communication skills, including interpersonal communication
- Comfortable teaching elementary, middle, and high school students
- Excellent organizational and planning skills
- Commitment to delivery of quality work products



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### ***Preferred***

- Team player that is focused on task success and process improvement
- Proficiency in self-directed work and effective teamwork: Works quickly, accurately, and effectively, alone and in collaboration with others
- Willingness to learn and take direction. Confidence to ask pertinent questions and contribute ideas
- Personal interest in support of JA mission
- cursory knowledge of JA programs and history

### **WORK ENVIRONMENT/REQUIREMENTS**

- Due to COVID-19, interns will be working from home during regular hours (9AM-4PM)
- Must have your own laptop with web camera, and WIFI connection

### **WHAT DO YOU GAIN?**

- Confidence and working knowledge of how a non-profit organization operates as a business and its relationship with the community
- Opportunity to attend board meetings, and learn new skills that will be beneficial for future employment
- Gain connections within the educational, nonprofit and bank sector
- Creating an impact. You will be providing the next generation of leaders with essential skills needed to own their economic success!

### **TO APPLY**

If you are interested in applying for the Education Spring 2021 Internship position, please fill our Internship Application [here](#). For any questions, email Alyssa at [alyssa@jabigbend.org](mailto:alyssa@jabigbend.org).