JA Program Intern

About Junior Achievement
Junior Achievement is the world’s largest organization dedicated to educating youth about workforce readiness, entrepreneurship and financial literacy through experiential, hands-on programs. Junior Achievement of the Central Carolinas reaches 50,000 students annually in 55 counties in North Carolina and 3 bordering counties in South Carolina.

Overview
Junior Achievement empowers young people to own their economic success. Our volunteer-delivered, k-12 programs foster work-readiness, entrepreneurship and financial literacy skills, and use experiential learning to inspire kids to dream big and reach their potential.

Primary Responsibilities
- Calls volunteers to follow up on classes
- Rebuilds kits, keeps track of kit inventory
- Organizes pre- and post-tests
- Enters tests in data base when they are completed and returned
- Write thank you notes
- Prepares and stuffs mailings
- Assists with marketing of special events
- Pursues in-kind gifts for special events
- Assists with before, during and after special events
- Seeks ways, whether financial or through awareness, to collaborate with other organizations

Education/Experience Requirements
- Passion for service and a positive attitude
- Computer literacy (basic computer functions and internet familiarity)
- Strong communication skills (oral and written)
- Excellent organizational skills

Send cover letter and resume to Ann Elliott at aelliott@jacarolinas.org