

Job Title: JA Program and Events Coordinator, Saskatoon

Organization: Junior Achievement Saskatchewan

Location: Saskatoon (work from home)

Position Type: Full-time

JA in Saskatchewan operates as part of JA Canada (JACAN) who is a member of JA Worldwide. JA Canada has been providing financial literacy, workplace readiness and entrepreneurship programs in partnership with the Canadian education system since 1955. Designed to inspire, prepare and help youth succeed, JA provides more than 490,000 learning experiences to youth across Canada annually. JA in Saskatchewan currently reaches approximately 11% of youth in grades 3-12 across the province, with a goal to increase reach across the province, and focused efforts on identifying and building relations in un and underserved areas, including Indigenous and rural communities.

Junior Achievement Saskatchewan is seeking an organized, energetic, and community-minded **Program & Events Coordinator** to support the planning and delivery of student programming and events throughout Saskatchewan, with a primary focus on Saskatoon and surrounding area.

This role combines event coordination, volunteer management, scheduling, and program delivery. The successful candidate will work closely with teachers, community partners, and volunteers to ensure JA programs and events are delivered effectively and professionally.

Key Responsibilities

Program Coordination & Delivery

- Coordinate scheduling and delivery of JA programs with schools, teachers, and volunteers
- Deliver JA programming in classrooms when volunteer instructors are unavailable
- Maintain accurate scheduling and participation records
- Support program evaluation and reporting activities

Volunteer Recruitment & Management

- Recruit, onboard, train, and support volunteers
- Build and maintain positive relationships with corporate and community partners
- Communicate regularly with volunteers regarding schedules, expectations, and opportunities
- Recognize and support volunteer engagement and retention

Event Planning & Coordination

- Assist in planning and executing events including:
 - o Trade summits

- o Career fairs
- o Student entrepreneurship events
- o Community engagement activities
- Coordinate logistics including venues, registrations, volunteers, materials, and event timelines
- Represent JA Saskatchewan at community and school events as required

Administrative & Team Support

- Assist with general office administration related to programs and events
- Collaborate with team members to support organizational goals and initiatives
- Occasionally travel within Saskatchewan for program and event delivery

Qualifications

- Postsecondary education in education, business, communications, event management, or a related field is considered an asset
- Experience in event coordination, program delivery, volunteer management, education, or nonprofit work preferred
- Strong organizational and time-management skills
- Excellent interpersonal and communication abilities
- Comfortable presenting to groups of students and adults
- Ability to manage multiple priorities in a fast-paced environment
- Proficiency with Microsoft Office and virtual communication tools
- Valid driver's license and access to reliable transportation preferred

What We're Looking For

The ideal candidate is:

- Self-motivated and adaptable
- Passionate about youth education and community impact
- Comfortable working independently and collaboratively
- Professional, approachable, and detail-oriented
- Enthusiastic about building relationships with schools, volunteers, and community partners

Compensation & Benefits

- Competitive salary based on experience
- Professional development opportunities
- Meaningful work with direct community impact
- Collaborative and supportive team environment

JA Canada Commitment to EDI&A



Member of
JA Worldwide

JA Canada is committed to an equitable, diverse, inclusive and accessible environment where differences are valued and respected in all areas of our business. We welcome and encourage applications from people of all backgrounds and abilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. JA Canada will not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex (including pregnancy and gender identity), sexual orientation, disability, age (18 and over), record of offenses for which a pardon has been granted, marital status (including same sex partners), family status (being in a parent-child relationship), or any other grounds prohibited by the Canadian.

How to apply

If this sounds like a great fit for you, we'd love to hear from you!

Please contact **Jill Scheer** at jscheer@jasask.org for more information or to apply.