

Career Opportunity

Program Coordinator, JA Northern Eastern Ontario, 10 month contract 4 or 5 days/week

(virtual home office with some travel in the area)

Three positions are available:

- 1. Muskoka's including Gravenhurst, Bracebridge, Huntsville, North Bay and Parry Sound (4 day)**
- 2. Collingwood, Wasaga Beach, Midland, Penetanguishene, Midland, Orillia (4 day)**
- 3. Kingston, Brockville, Cornwall – bilingual required (5 day)**

Full-time 10-month contract September – June, opportunity for continuation beyond June

Candidates must reside within 25km of the region they apply to

About JA in Canada

JA Canada is the national office of Junior Achievement in Canada and a member of JA Worldwide. Since 1955, we have partnered with education systems across the country to deliver hands-on learning experiences in financial literacy, work readiness, and entrepreneurship. Annually, JA in Canada delivers over 500,000 impactful learning experiences coast to coast to coast.

JA Ottawa and Northern & Eastern Ontario, operating as part of Junior Achievement Canada, deliver more than 30,000 learning experiences annually across the region. The teams are recognized for their strong community partnerships, impactful local initiatives, and commitment to expanding their reach into new communities.

About the Role

Key Responsibilities:

The Program Coordinator is responsible for coordinating the delivery of JA programs across the region by building relationships with educators, volunteers, schools, businesses, and community partners. The role supports program growth through

participant outreach, volunteer engagement, data tracking, impact measurement, communications, and community stewardship, while ensuring high-quality program implementation and alignment with national priorities.

Responsibilities include but are not limited to:

- Coordinate program delivery logistics, registrations, scheduling, and stakeholder engagement to ensure successful implementation across the region.
- Build and maintain strong relationships with educators, schools, volunteers, community organizations, and local businesses to expand program reach and impact.
- Recruit, train, place, and support volunteers, ensuring a positive experience from onboarding through recognition and stewardship.
- Monitor and track program delivery, volunteer engagement, and performance metrics through Salesforce and other reporting systems.
- Collect, compile, and support evaluation and impact measurement activities to meet national reporting and partner requirements.
- Collaborate on regional outreach, communications, and awareness-building initiatives, including social media content and community engagement activities.
- Identify opportunities to engage youth who are underserved or underrepresented in JA programming and strengthen local participation.
- Support donor stewardship and community partnership development by identifying prospective funding opportunities and maintaining stakeholder relationships.
- Work collaboratively with regional and national teams to share best practices, contribute to continuous improvement, and achieve program delivery targets.
- Other duties may be required to achieve success in the role

This role requires strong relationship-building and communication skills, exceptional organization and attention to detail, experience coordinating multiple priorities simultaneously, proficiency with data management and reporting tools, and a passion for creating impactful learning experiences that help young people prepare for their future. Access to a vehicle and a valid Class G drivers license is required.

Qualifications

Education and Experience

- Strong administration and organization skills
- Strong interpersonal and communication skills.
- Experience working with schools and other stakeholders in the region.
- Ability to coordinate multiple priorities.
- Experience with educational or youth-based organizations.
- Experience with JA Programs is an asset.
- Experience with salesforce or another CRM for constituent and program management.
- Ability to build, manage, and coordinate programs effectively.
- Experience working with diverse communities, including Indigenous and underserved populations, is an asset.
- Fluency in English
- Must reside within 25km of the Northern and Eastern Ontario region.

Compensation & Benefits

- Salary is paid for 10 months with vacation pay
- JA Canada provides a work from home monthly stipend.

Application Process

Please submit your **resume and a cover letter** outlining your relevant experience to **careers@jacanada.org**, with **“Program Coordinator - location”** in the subject line.

Note: Direct LinkedIn applications will not be considered. The application will remain open until a suitable candidate is found.

JA Canada is committed to fostering an inclusive, diverse, equitable, and accessible environment. We welcome applications from individuals of all backgrounds and abilities. Accommodations are available upon request throughout the recruitment 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 or identity, 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 Ontario Human Rights Code.

An offer of employment is conditional upon the successful completion of a background verification check, obtaining Vulnerable Sector Clearance (police check), subject to applicable laws and regulations.