



**Position title:** Special Projects Intern  
**Reports to:** Director of Development and Marketing

**Join an innovative team working together to help give young people the skillset and mindset to build thriving communities.**

**POSITION OVERVIEW:** The Special Projects Intern will support the growth and expansion of JA Inspire, featuring JA Here to Career as well as general office and special event support. JA of North Central Ohio (JANCO) interns are Junior Achievement ambassadors to the community and are expected to behave professionally and respectfully in office and outside interactions.

This is a paid part-time position (approximately 10 hours per week) with a minimum of two days per week in the Canton, Ohio headquarters.

### Key Responsibilities

- Contribute to the design and development of the JA of North Central Ohio Here to Career platform.
  - Assist in content creation, data input, quality control, and user experience testing.
  - Maintain a regular schedule for information updates (as appropriate) to ensure that the platform's information is current and relevant.
- Assist in the planning, coordination, and execution of special events organized by the organization.
  - Help with event logistics, participant registration, and on-site support during events.
  - Contribute creative ideas to enhance event experiences.
- Reach out to potential donors and partners to solicit in-kind donations and gifts.
  - Maintain a database of donors and contributions.
  - Send thank-you notes and maintain positive relationships with donors.
  - Accurately enter and update data related to donors, events, and organizational activities.
  - Ensure data integrity and assist in generating reports as needed.
- Perform general administrative tasks, including filing, photocopying, and organizing office supplies.

### Skills & Qualifications

- College student
- Strong computer skills: Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Publisher) and Canva as well as the desire and ability to learn new systems.
- Interest(s) in non-profit management, program management, event management, public relations, marketing and/or sales.
- Strong desire to grow and learn new skills.
- Exceptional organizational, interpersonal, and oral/written communication skills; strong attention to detail.
- Demonstrated ability to work well independently and effectively in a fast-paced environment.
- Ability to work well in a highly collaborative team environment with proven ability to build strong relationships with individuals at all levels of an organization, as well as external constituents.
- Valid driver's license and access to reliable transportation; this position is in-person at the Canton, Ohio office Tuesday through Thursday.

### Physical Requirements

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift, and carry light weights (25-50 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

### About Junior Achievement

Junior Achievement's (JA) mission is to inspire and prepare young people to succeed in a global economy. JA is the world's largest organization dedicated to educating young people on financial literacy, workforce readiness, and entrepreneurship through programs taught by trained corporate or community volunteers in schools and at after-school sites throughout the world. Together with our school, business, and community partners, Junior Achievement of North Central Ohio draws on its 70+ year history to prepare today's youth for the workforce of tomorrow.

### Corporate Culture Statement

We hire the best people, not just the best talent. We work together as one team to deliver our mission. We treat each other with respect, communicate clearly, value diverse opinions, and challenge the status quo on our quest for continuous improvement. We value our people and offer them competitive compensation/benefits, schedule flexibility, and purposeful professional/personal development opportunities. We treat all our stakeholders as important contributors to our goal of delivering on our mission to inspire and prepare young people to succeed in a global economy. JA provides equal employment opportunities for all applicants. We do not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status. We encourage applications from candidates who can complement our diversity, equity, accessibility, and inclusion work by offering unique perspectives and understanding of issues impacting groups that have been traditionally under-represented in the field.

***The above position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.***