



Position Title: Career Connection Coordinator

Reports To: Community & Workforce Development Director, Program Director

Location: East Peoria, IL

Employment Type: Part Time (25 hours per week)

About Us

Junior Achievement of Central Illinois (JA) is a nonprofit organization dedicated to inspiring and preparing young people to succeed in a global economy. Through hands-on programs focused on financial literacy, workforce readiness, and entrepreneurship, we empower students to build brighter futures.

Position Overview

The Career Connection Coordinator provides logistical and relationship management support for regional career exploration expos. This position plays a key role in recruiting and supporting exhibitors, volunteers, and educational partners while ensuring events run smoothly from planning through execution.

This is a part-time position averaging 25 hours per week. A significant portion of the position involves persistent communication, outreach, customer service, and in-person event support.

Key Responsibilities

Event Coordination

- Assist with planning and execution of career expos and student career awareness events, ranging in size from 250-4,000 students in various locations throughout Central Illinois
- Coordinate exhibitor registration, event logistics, scheduling, and communications
- Support event setup, breakdown, and on-site operations
- Track deadlines, deliverables, and event timelines
- Troubleshoot challenges and identify solutions in real time during events with the support of the Community & Workforce Development Director and Program Director
- Support other JA programs and events as needed or directed



Relationship Management

- Serve as a point of contact for sponsors, employers, volunteers, schools, and community partners
- Build and maintain positive relationships with business and education partners
- Support sponsor fulfillment and ensure a high-quality experience for participating organizations
- Communicate clearly and professionally with diverse stakeholders

Volunteer & Educator Support

- Coordinate volunteer recruitment, scheduling, training, and event-day support
- Work with educators and school districts to facilitate student participation
- Assist in developing event materials and communications for schools and volunteers
- Assist in implementation of career exploration curriculum alongside expos

Administrative Support

- Maintain accurate records, participant databases, and event documentation
- Track registrations, attendance, and event metrics
- Assist with post-event evaluations and reporting

Qualifications

- 1-3 years of experience in education, hospitality, or administrative support
- Strong project management and organizational skills
- Excellent communication and relationship-building abilities
- Ability to manage multiple events and deadlines simultaneously
- Proficiency in Microsoft Office and event management tools/CRM systems
- Availability for occasional evening events



Work Environment & Physical Demands:

- Hybrid schedule available
- Must be able to travel throughout Central Illinois (valid driver's license and reliable transportation required)
- Occasional evening or weekend work may be required
- Ability to stand/walk for extended periods, lift up to 30 lbs

Preferred Qualifications

- Associates or Bachelor's degree in Education, Communications, Marketing, or related area
- Experience in workforce development
- Knowledge of the Central Illinois business and philanthropic community
- Experience working with volunteers and boards

Compensation & Benefits

- Competitive Hourly Rate
- Paid time off and holidays
- Opportunity to make a meaningful impact in your community

Why Join Junior Achievement?

At Junior Achievement, you'll be part of a passionate team dedicated to empowering the next generation. This role offers the opportunity to connect with community leaders, create impactful learning experiences, and directly support programs that change lives.

How to Apply

Please submit your resume and a cover letter outlining your experience and interest in the position to: Info.centralil@ja.org by August 21, 2026.