



Position Title: Communications and Events Coordinator

Reports To: President

Location: East Peoria, IL (not a remote position)

Employment Type: Full-Time, Exempt

Organization Overview:

Junior Achievement of Central Illinois (JA) is a nonprofit organization dedicated to inspiring and preparing young people to succeed in a global economy. Through partnerships with educators, volunteers, and businesses, JA delivers hands-on, experiential learning in financial literacy, work readiness, and entrepreneurship to students across Central Illinois.

Position Summary:

The Communications and Events Coordinator is responsible for supporting the organization's external communications strategy and coordinating events that promote engagement, visibility, and mission alignment. This role involves content creation, media outreach, event planning support, and collaboration across departments to ensure consistent messaging and successful execution of initiatives.

Key Responsibilities:

Communications:

- Develop and distribute newsletters, press releases, and promotional materials.
- Manage social media accounts and create engaging content across platforms.
- Maintain and update the organization's website and digital assets.
- Assist in the development of marketing campaigns and branding initiatives.
- Monitor media coverage and compile reports on communication effectiveness.
- Leverage communication assets provided by JA USA to elevate the organization's image in the communities we serve.
- Uphold and enforce Junior Achievement's visual and messaging guidelines across all external communications.

Events:

- Assist in the planning and execution of external events (e.g., CareerSpark, Hall of Fame, other fundraising events).
- JA Mobile Discovery Center - JA BizTown/JA Finance Park
 - Assist Manager in prepping of materials before and at simulation days to also include setting up and taking down of storefront structures. Assist in preparing devices for the simulation. Provide support for recruiting educators and volunteers. Assist in volunteer training.
- Assist in managing event logistics including content creation, venue coordination, registration, and on-site support.
- Collaborate with stakeholders to ensure events align with strategic goals.
- Provide post-event evaluations.



Qualifications:

- Bachelor's degree in Communications, Marketing, Public Relations, Event Management, or related field.
- 2+ years of experience in communications and/or event planning.
- Strong writing, editing, and verbal communication skills.
- Proficiency in social media platforms, graphic design tools (e.g., Canva, Adobe Creative Suite), and CMS systems.
- Excellent organizational and project management skills.
- Ability to work independently and collaboratively in a fast-paced environment.

Preferred Skills:

- Familiarity with analytics tools (e.g., Google Analytics, social media insights).
- Knowledge of photography and video editing is a plus.

Work Environment & Physical Demands:

- Must be able to travel throughout Central Illinois (valid driver's license and reliable transportation required).
- Occasional evening work may be required.
- Ability to lift up to 25 lbs. for event setup or program materials.

Compensation & Benefits:

- Competitive salary commensurate with experience.
- Health, dental, and vision insurance.
- 401(K) Plan.
- Paid time off and holidays.
- Professional development opportunities.

How to Apply:

Please submit your resume and a cover letter detailing your interest in the role and alignment with JA's mission to: education.centralillinois@ja.org by October 20, 2025. Applicants are encouraged to submit a writing and/or design sample to demonstrate relevant skills.