

Job Title: Engagement Coordinator (Part-Time)

Location: Sacramento, CA – Primarily In-Office (In-Office with possible remote flexibility)

Reports To: Development Manager / Interim President

Employment Type: Part-Time, Non-Exempt

Schedule: Approximately 20–25 hours per week

About Junior Achievement of Sacramento

Junior Achievement of Sacramento's (JA) purpose is to help young people be smart about money and find success in the workplace. For more than a century, JA has provided over 100 million youth across more than 100 countries with relevant, hands-on learning experiences that teach them to manage money, plan for their economic future, own businesses, and prepare for careers or college.

JA associates are known for their passion for the mission, which brings together business and education to empower students from kindergarten through 25 years of age. Team members regularly engage with community leaders who support JA with their time, treasure, and talent. Junior Achievement of Sacramento offers a collaborative, inclusive work environment and the opportunity to make a lasting impact on the lives of young people in our region.

Position Summary

The Engagement Coordinator is a dynamic, mission-driven team member responsible for supporting fundraising efforts and managing volunteer engagement. This hybrid role is approximately 70% development-focused and 30% volunteer coordination, ideal for someone who is detail-oriented, people-focused, and passionate about youth education.

Key Responsibilities

Development (Two-Thirds of Role)

- Assist with fundraising campaigns, special events and donor communications.
- Maintain donor records in the CRM system.
- Support grant research and preparation.
- Coordinate donor stewardship activities such as thank-you letters and impact updates.
- Help create fundraising content for emails, social media, and the website.
- Research potential donors, sponsors, and funding opportunities.

Volunteer Coordination (One-Third of Role)

- Assist in onboarding and scheduling volunteers for JA programs and events.
 - Maintain volunteer records and ensure completion of documentation and training.
 - Serve as a point of contact for volunteers, providing timely communication and support.
 - Assist with volunteer orientations and recognition efforts.
 - Collaborate with schools and community partners to match volunteers with opportunities.
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Qualifications

- Associate's or bachelor's degree (or in progress) in nonprofit management, marketing & communications, education, or a related field.

- 0–2 years of experience in fundraising, volunteer coordination, or nonprofit work (internships or volunteer experience welcome).
 - Strong written and verbal communication skills.
 - Organized, detail-oriented, and able to manage multiple tasks.
 - Comfortable using Microsoft Office and learning CRM/volunteer management systems.
 - Familiarity with Canva or other basic design tools is a plus.
 - Passion for youth development and community engagement.
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Work Environment & Benefits

- Primarily in-office with limited remote flexibility.
 - Occasional evening or weekend hours for events may be required.
 - Opportunity for professional development and growth within the organization.
 - Supportive, mission-driven team culture.
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To Apply

Please submit your resume and a brief cover letter explaining your interest and qualifications to President@jasac.org.

Subject Line: *Application – Engagement Coordinator* – [Your Full Name]