

Career Opportunity (July, 2025)

Company Program Coordinator, JA in Ottawa (bilingual)

Full-time hours, 10 month contract (September – June)

JA in Ottawa operates as part of Junior Achievement of Canada (JA Canada) who is a member of JA Worldwide. JA Canada has been providing financial literacy, workplace readiness and entrepreneurship programs in partnership with the Canadian education system since 1955. Designed to inspire, prepare and help youth succeed, JA provides more than 450,000 learning experiences to youth across Canada annually. JA in Ottawa reaches more than 7,000 youth in grades 3-12 in the Ottawa region, with a goal to increase reach in new communities.

JA in Ottawa is hiring a **Company Program Coordinator** who will report to the VP, Programs for JA Canada and work closely with the Program Manager, Ottawa. You will work collaboratively with the team and will coordinate all Company Programs and assist with events that will enable JA to fully support the teacher and student experience. While some of your work can be done virtually, travel within the Ottawa region will be required as needed. More information about Company Program can be found <https://jacanada.org/program/company-program/>.

Key Responsibilities

- Promote the Company Program and its benefits to teachers, potential volunteers, students, and schools.
- Manage registration and communications with program facilitators and participants.
- Liaise with teachers to provide support and training as required for Company Program facilitation.
- Recruit and manage volunteers to facilitate Company Program including screening, training and stewardship.
- Provide access to Company Program resources for teachers, volunteers and students.
- Support Company Program events for students and teachers including trade shows and awards ceremonies.
- Serve as the key contact for any Company Program related inquiries in Ottawa.
- Track progress and engagement of teachers and students.
- Assess learning goals and outcomes through surveys, interviews, and conversations.
- Participate as part of the JA Canada network in sharing best practices with staff and relevant teams across Canada.

Experience and Qualifications

- Fluency in both English and French is required.
- Must reside in the Ottawa region.

- Experience working with schools and other stakeholders in the Ottawa area.
- Experience with educational or youth-based organizations.
- Experience with JA's Company Program or other JA Programs is an asset.
- Ability to build, manage, and coordinate programs effectively.
- Strong interpersonal and communication skills.
- Experience working with diverse communities, including Indigenous and underserved populations, is an asset.

Application Process

To apply for the position of Curriculum and Learning Designer please submit your resume, a cover letter outlining your relevant experience, and any supporting documents or qualifications to careers@jacanada.org with "Curriculum and Learning Designer" as the subject. Please note direct LinkedIn applications will not be considered. Candidates are encouraged to apply as soon as possible. The posting will remain active until a candidate is selected.

JA Canada is committed to an inclusive, diverse, equitable and accessible environment where differences are valued and respected in all areas of our business. We welcome and encourage applications from people of all backgrounds and abilities. Accommodations are available on request for candidates taking part in all aspects of the selection 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 offences 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.

We thank all candidates for their interest in advance. An offer of employment with JA Canada is conditional upon the successful completion of a background verification check, subject to applicable laws and regulations.