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**DEPARTMENT:** Operations  
**POSITION:** Internship – 3-5 hours per week (weekdays only)  
**REPORTS TO:** Director, Site Operations

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Founded nationally in 1919 and locally in 1949, Junior Achievement (JA) is the world's largest organization dedicated to educating students in grades K-12 about financial literacy, work readiness, and entrepreneurship, reaching more than 10 million students across the globe. Throughout our history, the mission of JA has remained constant, yet the delivery of the mission has evolved to meet the needs of current students. Today, we have transformed our education model to make the everyday academic experience more relevant and engaging for students in today's high-tech and multi-sensory world.

**PRIMARY RESPONSIBILITIES:**

- Become an expert in all areas of JA through volunteering in our two educational programs (JA BizTown, JA Finance Park), shadowing various team members to gain an understanding of roles and responsibilities, and learning about both the history and future of Junior Achievement
- Assist in onsite and virtual simulation preparation, review and facilitation
- Attend internal JA and external partner meetings
- Assist various JA departments with mission driven tasks
- Provide feedback and propose changes to the internship program that will further engage and support future interns
- Assist in recruiting and hiring new interns

**INTERN WILL BE EXPOSED TO:**

- Program development
- Hands on strategizing and planning
- Mentorship and professional networking opportunities
- General opportunities to work with JA leaders and employees
- Nonprofit leadership and operations
- Constituent stewardship
- Ethical and legal hiring practices

**QUALIFICATIONS:**

- Year in School: HS Junior or Senior (Open to AAI students ONLY)
- Availability: Must be available during office hours (8:00 AM to 4:00 PM) – business casual dress code
- Skills:
  - Excellent analytical, written, and verbal communication skills
  - Proficiency in customer service including problem solving, decision making, and troubleshooting
  - Results-oriented with demonstrated organizational and time management skills
  - Strong technology skills
  - Self-directed and able to work without supervision
- Preferred course of study: business, operations/logistics, education

**Interested applicants should send the following information to Ben White at [bwhite@georgia.ja.org](mailto:bwhite@georgia.ja.org).**

- Resume
- 2 Recommendation Letters (1 teacher, 1 other)
- Short statement (1-2 paragraphs) describing why the applicant is interested in the position and how they can contribute to the success of Junior Achievement and the students we serve.

**Note:** This is an unpaid internship in Cumming, GA.

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This 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.