

## **JOB VACANCY**

**Position: JAG Resource Coordinator**

**Location: Fort Wayne, IN**

**Hours: 7:30 am- 4:30 pm Monday through Friday (some evenings and weekends)**

**Starting Salary Range: \$36,600 to \$38,500**

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### **JOB SUMMARY**

The JAG Resource Coordinator supports the activities of the JAG program by leveraging resources and activities for JAG Specialists across the program. The Resource Coordinator builds relationships and activities that enhance the ongoing training of JAG students. The Resource Coordinator manages the JAG Work Experience program by creating partnerships with internship sites and managing student work experience at internship sites.

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### **JOB DUTIES**

1. Identifies resources in the community to enhance classroom instruction at schools.
  2. Supports the JAG Specialists by providing supplemental training.
  3. Identifies resources in the community for employment and internship opportunities.
  4. Identifies resources in the community for student involvement and volunteering.
  5. Establishes ongoing partnerships with corporations, businesses, trades unions, organizations, and community agencies to strengthen student learning and community engagement within the JAG schools.
  6. Works with the principals, teachers, and the WorkOne Center staff to coordinate employer contacts and resources.
  7. Coordinates college fairs, site visits, workshops, etc., with the assistance/input of teachers, school principals, guidance counselors, etc.
  8. Provides current information about JAG and other relevant information through materials, dates/facts, availability of scholarships, etc. to schools, community, students and Specialist.
  9. Supervises the JAG Work Experience interns.
  10. Attends community fairs and events to promote Brightpoint and the Brightpoint JAG program.
  11. Works as a liaison for JAG to connect students and their families with Brightpoint services.
  12. Implements Brightpoint Values at all times.
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### **SKILLS AND QUALIFICATIONS**

1. Bachelor's degree required, preferably in Business Administration, Human Services, or Education.
  2. Previous experience working with high school students highly desirable.
  3. Previous marketing and/or sales experience is a plus and knowledge of regional community.
  4. Ability to work flexible hours, including evenings and weekends
  5. Bi-lingual is a plus.
  6. Must be willing to travel to as needed to attend training, and other assignments as assigned by program management.
  7. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.
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**DATES FOR INTERNAL POSTING: From 07/02/2021 to Until Filled**

**TENTATIVE DATES FOR EXTERNAL POSTING: From 07/02/2021 to Until Filled**

**APPROXIMATE DATE FOR POSITION TO BEGIN:**

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**FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES EXT. 206 or 213**

**APPLICATIONS ACCEPTED – 227 E. Washington Blvd, FORT WAYNE, IN 46802**

**8:00 A.M. - 5:00 P.M., MONDAY – THURSDAY AND 8:00 A.M. – 11:00 A.M., FRIDAY**

**OR VIA THE INTERNET AT [www.mybrightpoint.org](http://www.mybrightpoint.org)**

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We, Brightpoint conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without any regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.