

*Are you looking for a rewarding work environment with great benefits,
where you will impact the lives of others (as well as yourself)?*

JOB VACANCY

Position: JAG Floater

Location: Various sites

Hours: 7:30 am- 4:30 pm Mon-Friday (some evenings and weekends)

Starting Salary Range: \$47,469.38

JOB DUTIES

Provides coverage in more than one JAG classroom on a regular basis as needs arise, including absences and break coverage for implementing classroom activities, lesson plans and case management needs. Supports the activities of the JAG program by assisting in areas of office duties, data entry to meet funding and performance requirements.

Essential Functions

1. Supports the JAG Specialist by providing supplemental classroom instruction.
 2. Gathers youth documentation and paperwork to help determine program eligibility.
 3. Enters data into program specific data systems as it relates to youth engagement.
 4. Attends community fairs and events to promote Brightpoint and the Brightpoint JAG program.
 5. Implements Brightpoint Values at all times.
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SKILLS AND QUALIFICATIONS:

1. Associate degree required, preferably in Human Services, or Education.
 2. Previous experience working with high school students highly desirable.
 3. Ability to work flexible hours, including evenings and weekends.
 4. Must be willing to travel as needed to attend training and other assignments.
 5. 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 05/30/2024-Until filled

TENTATIVE DATES FOR EXTERNAL POSTING: 05/30/2024 until filled

APPROXIMATE DATE FOR POSITION TO BEGIN: 07/08/2024

**FOR FURTHER INFORMATION, CONTACT, HR DEPARTMENT ext. 255, 206
or 213**

**APPLICATIONS ACCEPTED – 227 E. Washington Blvd, FORT WAYNE, IN
8:00 A.M. - 5:00 P.M., MON – THURS AND 8:00 A.M. – 11:00 A.M., FRIDAY
OR VIA THE INTERNET AT**

<https://mybrightpoint.applicantpool.com/jobs/1106969-289765.html>

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.