JCI USA Association Coordinator (Full-Time Position)

Organization: JCI USA
Location: Remote
Position Type: Full Time, Annual Contract
Salary Range: $55,000 - $65,000

About JCI USA

The world needs better leaders. From regional wars to economic inequalities, we are seeing the effects of poor leadership around the world. JCI USA exists to provide a platform where young people can develop their leadership skills while creating projects, programs, and events that drive positive impact. We're looking to create accessible programs and development tools to provide young people with leadership development opportunities virtually and in person.

JCI USA (Junior Chamber International USA) is a nonprofit organization of young leaders and changemakers aged 18 to 40 who are engaged and committed to creating impact in their communities. Through targeted programs, events, and project management opportunities, we empower young leaders to create positive change locally and globally.

Position Overview

JCI USA is seeking a highly organized, proactive, and mission-driven Association Coordinator to support the growth and sustainability of our national membership while enhancing our national initiatives, member programming, and organizational events. This full-time, contract-based position is ideal for someone with foundational experience in the nonprofit industry who thrives in a collaborative environment and is passionate about empowering young leaders.

The Association Coordinator will primarily work remotely, with periodic travel to national meetings and events. They will be responsible for supporting national operations, developing systems and processes to support our organization, building systems that drive sustainable membership practices, providing administrative support to the national leadership team, and assisting with program development aligned with the JCI USA Strategic Plan and Annual National Plan of Action. This role will work closely with the Executive Director and the Executive Committee to produce thriving members and a culture of continuous growth.

Role Terms

This position will be offered on an annual contract basis after a 90-day introductory period, with renewal subject to organizational needs, performance evaluation and budgetary approval. Contracts typically follow the calendar year, aligning with the JCI USA administrative cycle.

Key Responsibilities

Program Oversight & Support

- Coordinate and support national programs and initiatives across JCI USA's four areas of opportunity, Leadership Development, Community Impact, Business & Entrepreneurship and International Collaboration.
- Serve as the main point of contact for national officers, program stakeholders, and external partners.
- Oversee the execution and tracking of grants, awards and development programs.
- Support the development and implementation of national programs, training and leadership development opportunities.
- Analyze program participation data to identify opportunities for improvement.

Administrative & Operational Support

- Assist the Executive Director and national leadership team in day-to-day operations and communication needs.
- Schedule and coordinate virtual meetings, training webinars and national events.
- Maintain accurate membership & program records, reports and databases.
- Draft communications, reports, presentations and standard operating guides as needed.
- Work with Executive Director to communicate progress on goals and updates with the Executive Committee and Board of Directors.

Event & Travel Coordination

- Assist with planning, registration and on-site support for JCI USA events and programs.
- Collaborate regularly with the JCI USA national leadership team and members across multiple time zones.
- Flexible schedule - Evening and weekend availability is required periodically to support meetings, programs and events aligned with member needs and national initiatives.

Communications & Outreach

- Collaborate with the national leadership team to develop communications to promote JCI USA programs and partnerships.
- Collaborate on the development of national campaigns and promotional efforts.
- Support digital engagement efforts, including social media posts and member email updates related to programs and deadlines.
- Participate in cross-functional staff projects and planning aligned with organizational goals.

Member Experience & Support

- Create toolkits, resources, and communications to help chapters grow and thrive.
- Support JCI USA leadership in the management of its membership database. This includes monthly data pulls, Chapter Pay invoicing, uploading rosters, etc.

- Collect and integrate feedback from members and chapter leaders to continuously improve the membership experience.
- Work closely with national and local leaders to ensure consistent messaging and support regarding programming, deadlines, and resources.
- Partner with Membership Directors to create sustainable membership practices and engagement cycles, leading to higher retention and renewal rates.