



Program Manager

About the Organization:

The mission of Junior Achievement is to empower young people to own their economic success through financial literacy, workforce readiness and entrepreneurship education. By showing students how money, careers and business ownership work through proven programs and the help and mentorship of volunteer role models from the community, Junior Achievement is empowering these students to have a belief in themselves supported by a foundation in these real-world life skills.

Position Title: Program Manager

Compensation: Part/Full-Time Exempt Position

Reports To: Vice President of Programs

POSITION CONCEPT: This position will oversee and manage our growing [JA Company Program](#) and support the growth and expansion of High School student participation in key JANCO initiatives. The position will support entrepreneurial experiential programs with nonprofits, business, and education communities. This position is part-time, but we are open to full-time with additional responsibilities.

PRIMARY RESPONSIBILITIES:

- Work collaboratively with JANCO teams to achieve strategic plan goals.
- Develop, expand, and maintain JA Entrepreneurship programs in public & private high schools to achieve strategic plan goals.
 - **JA Company Program** - Recruit, grow, and expand volunteer model. Manage and improve JA Company competitions and other events. Ensure process and implementation of the program meets quality and quantity expectations and evaluate outcomes.
 - Recruit, Train and Service JA Company Teachers and Volunteers
 - Plan JA Company Kick Off Event
 - Coordinate Pitch Day Events
 - Manage Hartville Marketplace and other selling opportunities
 - Oversee JA Company Bank Accounts
 - Organize JA Entrepreneurship Challenge Competition and JA USA National Student Leadership Forum Logistics
 - **JA Launch Lessons** - Recruit schools and volunteers with a focus on entrepreneurship.
 - **Competitions** - Manage, implement, and improve the quality of, as well as grow the number of participating students in, the JA Company and JA Social Innovation Challenges, including Stark Tank (Stark County specific).
 - **Other programs in the entrepreneurship pathway** - As necessary based on future needs of education partners and the strategic plan.
- Ensure quality of all programs in the pathway through effective and personal communications via phone calls, classroom monitoring and evaluation to improve retention of volunteers.
- Enhance Diversity & Inclusion efforts throughout the entire pathway including students, volunteers, and other community partners.
- Monitor curriculum distribution to schools and program reporting requirements to ensure proper verification of all programs. Manage and maintain records and information relating to school and volunteer activity.
- Develop and maintain relationships in the Northeast Ohio Entrepreneurship ecosystem to support our position in expanding the growth of entrepreneurship in the region.

EDUCATION/EXPERIENCE REQUIRED:

- Bachelor's degree or equivalent experience, and at least five years business, sales, education, or non-profit experience. Proven ability to organize and prioritize multiple tasks. Exceptional interpersonal communication skills. Creative and self-motivated with eye for detail and accuracy. Exceptional sales skills. Strong computer skills, preferably in a Microsoft environment.

PHYSICAL REQUIREMENTS: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

BACKGROUND CHECK: This position is subject to the successful completion of a background check/verification of educational credentials contained in resume. This position is subject to the successful completion of a background check and verification of educational credentials contained in the resume.

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. JANCO is an equal opportunity employer. We do not discriminate based on race, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.

Junior Achievement: Empowering young people to own their economic success®