



**Position title:** Program Manager (Full Time or Part Time)  
**Reports to:** Senior Director of Programs  
**Career Level:** P1  
**Territory:** Parts of Portage, Summit and/or Stark Counties

Join an innovative team working together to help give students the skillset and mindset to build thriving communities. JA of North Central Ohio (JANCO) offers a flexible working schedule, a modern state of the art office, benefits including PTO, paid holidays, health insurance, a 401k match, mileage reimbursement for most work-related travel, and potential for an organization-wide bonus.

**POSITION CONCEPT:** The Program Manager will manage programs in an assigned geographic area with particular emphasis on volunteer recruiting, training, placement, support, and recognition. Facilitate activities of consultants and teachers, uphold quality standards for the organization, assure adherence to program models and program expansion, and develop and maintain good educator relationships at all levels. The current geographic area includes parts of Portage, Summit and/or Stark Counties and is subject to change to align with business needs. This is currently an in-office position on Tuesday, Wednesday and Thursdays with a potential for two days, Monday and Friday, working remotely which is subject to change at any time at the discretion of management.

For the right candidate, we could hire either a full time or part time program manager.

### Primary Responsibilities

- Implement programs according to the Strategic Plan.
- Develop and maintain educator relationships.
- Work with corporate partners in coordination with development staff.
- Recruit program volunteers to meet program goals.
- Assure program quality through teacher and volunteer phone calls, classroom monitoring, and service.
- Provide feedback, program materials, and resources to volunteers and teachers.
- Organize and implement volunteer orientations.
- Identify and cultivate new company connections in partnership with development staff.
- Maintain regular contact with assigned company connections.
- Develop and implement recognition programs that are of interest and value to participants, including events, scholarships, awards, and gifts.
- Maintain strong understanding of new and existing products.
- Handle general records and correspondence with volunteers and prospects, file class registration forms, communicate with marketing on volunteer needs, and supervise procurement and delivery of all program materials.
- Initiate funding conversations with school partners.
- Other projects as required, including event support on weeknights, weekends, and holidays

### Skills and Qualifications

- Bachelor's degree in related field or equivalent combination of education and experience.
- Computer literacy a must; strong oral/written communication skills; knowledge of the education community and organizations.
- Public speaking and the ability to engage professionally with school district administrators and mid to senior level managers at partner companies.
- Ability to work autonomously and in a collaborative team environment.

### About Junior Achievement

Junior Achievement's (JA) mission is to inspire and prepare young people to succeed in a global economy. JA is the world's largest organization dedicated to educating young people on financial literacy, workforce readiness, and entrepreneurship through programs taught by trained corporate or community volunteers in schools and at after-school sites throughout the world. Together with our school, business, and community partners, Junior Achievement of North Central Ohio draws on its 70+ year history to prepare today's youth for the workforce of tomorrow.

## Corporate Culture Statement

We hire the best people, not just the best talent. We work together as one team to deliver our mission. We treat each other with respect, communicate clearly, value diverse opinions, and challenge the status quo on our quest for continuous improvement. We value our people and offer them competitive compensation/benefits, schedule flexibility, and purposeful professional/personal development opportunities. We treat all our stakeholders as important contributors to our goal of delivering on our mission to inspire and prepare young people to succeed in a global economy. JA provides equal employment opportunities for all applicants. We do not discriminate against any individual or group of individuals based on age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status. We encourage applications from candidates who can complement our diversity, equity, accessibility, and inclusion work by offering unique perspectives and understanding of issues impacting groups that have been traditionally under-represented in the field.

***The above 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.***