



Program Manager Full Time

COMPANY SUMMARY:

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

Junior Achievement of North Central Ohio's purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement reaches almost 35,000 students annually in relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, own their own businesses, and develop readiness for careers or college.

Junior Achievement associates are known for their passion for the JA mission that brings together business and education to work with students in kindergarten through high school, so they are empowered to own their economic success. Members of the JA team interact with community leaders who support JA with their time, treasure, and talent. Junior Achievement of North Central Ohio offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

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. Current geographic area includes Summit, Portage, Wayne, Medina and Coshocton Counties and is subject to change to align with business needs. This is currently a hybrid remote/in-office position which is subject to change at any time at the discretion of management.

REPORTS TO: Vice President of Programs

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 connection 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.
- Other projects as required, including event support on weeknights, weekends, and holidays.

EDUCATION/EXPERIENCE REQUIRED:

- 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.

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.

Interested candidates should email resumes to Lori McCleese, President lori.mccleese@ja.org. Phone calls will not be accepted.