



Position title: Program Manager (Part Time, 24 hours a week)
Reports to: Sr. Director of Programs
Career Level: P1
Territory: Ashland, Crawford & Richland Counties
Est. 33,212 k-12 students, 21 public school districts

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, benefits including PTO, paid holidays, health insurance for full time employees, a 401k match, mileage reimbursement for most work-related travel, and potential for an organization-wide bonus. This position will work primarily in our Gorman Rupp offices in Mansfield and will need to travel a couple of times a month to the Canton JA office to attend staff meetings.

POSITION CONCEPT: This Part Time Program Manager will coordinate programs throughout JANCO's Western Territory with particular emphasis on volunteer recruiting, training, placement, support, and recognition, as well as managing and supporting school district partnerships. Responsibilities include facilitation of activities of recruitment of volunteers 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, including conducting district meetings with school leadership to align with district programming needs. This position is also responsible for community development including identifying, cultivating, and stewarding relationships with community and corporate organizations. The current geographic area includes Ashland, Crawford, & Richland Counties and is subject to change to align with business needs. This is currently a part-time (24 hours a week), hybrid remote/in office position which is subject to change at any time at the discretion of management.

PROGRAM RESPONSIBILITIES

- Develop program goals & strategies at the district level throughout the Western Territory.
- Develop and maintain administrator and educator relationships in the Western Territory.
- Recruit program volunteers to satisfy implementation recommendations.
- Organize and implement volunteer orientations and trainings.
- Assure program quality through teacher and volunteer phone calls, classroom monitoring, and service.
- Ensure that JA program implementation standards are followed through all programs delivered in the Western District.
- Provide feedback, support, program materials, and resources to volunteers and teachers.
- Work with Western District Director of Development to create wholistic engagement strategies for new and prospective partner organizations.
- Maintain strong understanding of new and existing curriculum and delivery methods as well as Ohio Department of Education correlations.
- Oversee general records and correspondence with volunteers and prospects, file class registration information, communicate with marketing on volunteer needs, and supervise procurement and delivery of all program materials.
- Monitor curriculum distribution to schools and program reporting requirements to ensure proper verification of all programs.
- Manage and maintain records in JA's CRM about all information relating to school, class and volunteer activity.
- Develop and maintain relationships with assigned legislators to increase awareness of Junior Achievement's work in your district and conduct at least two meetings per year with each assigned legislator or their staff.
- As asked be management participate in the annual Advocacy Day at the state capital, including legislative meeting preparation, coordinating with colleagues, and engaging in meetings with public officials and lawmakers.
- Maintain awareness of policy developments that may impact Junior Achievement's mission. Provide regular updates to leadership and contribute to the organization's advocacy strategy as needed.

DEVELOPMENT RESPONSIBILITIES

- Coordinate community outreach activities with Director of Development- Western District (WD) and other WD program managers within assigned territory (attending networking and community events, etc.)

- Through the active efforts of program coordination, work with the Director of Development- Western District and make introductions to new individuals, businesses and organizations that can lead to future new volunteers, special event participation and/or financial support for JANCO.
- Other duties as defined by supervisor.

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

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 on the basis of 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.