



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: Salary; Full-Time

Reports To: Vice President of Programs

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 including Summit County 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.

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.

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.

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