



## Program Manager Position Description

<b>Position Title:</b>	Program Manager	<b>Reports To:</b>	JA Area President
<b>Position Available:</b>	Immediately	<b>Compensation:</b>	Hourly (25-35 hrs/wk)

### COMPANY SUMMARY:

Junior Achievement of Sacramento's (JA) purpose is to help young people to be smart about money and find success in the workplace. Locally, JA reaches almost 13,000 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.

JA 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 Sacramento 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 oversee JA programs 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.

### PRIMARY RESPONSIBILITIES:

- Implement programs according to the organization plan.
- Develop and maintain educator relationships.
- Recruit program volunteers to meet program goals.
- Secure new sources for volunteers.
- Assure program quality through teacher/volunteer feedback, program monitoring, and service.
- Provide feedback, program materials, and resources to volunteers and teachers.
- Organize and implement volunteer orientations.
- Identify and cultivate new company connections.
- Maintain regular contact with assigned company connections.
- Develop and implement recognition programs that are of interest and value to participants
- Maintain strong understanding of new and existing products.
- Maintain accurate and timely records and correspondence with volunteers and prospects, file class registration forms, market volunteer needs, and supervise procurement/delivery of program materials.
- Partner with board Program Committee to carrying out their specific functions. Prepare materials for Board and Committee meetings.
- 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; proven problem solving skills with high attention to detail, strong oral/written communication skills; attention to detail, knowledge of the education community and organizations.

**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 please email resume with cover letter to [president@jasac.org](mailto:president@jasac.org). Compensation commensurate with experience. 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 duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.*