



## **Junior Achievement of North Florida, Inc. Program Manager**

Junior Achievement of North Florida (JA) is dedicated to inspiring and preparing young people to own their economic success, plan for their futures, and make smart academic and economic choices. Through a dedicated volunteer network, JA provides in-school and after-school programs for kindergarten through 12th grade students that focus on work readiness, entrepreneurship, and financial literacy. Founded in 1963, the non-profit organization annually serves more than 20,000 students, with an emphasis on high-need communities throughout the region.

**Join a winning team of people, who mobilize the community to inspire and prepare young people to own their economic success and believe in the power of their own potential.**

As a Junior Achievement (JA) Program Manager, you will be responsible for the implementation of JA elementary, middle and high school programs in an assigned group of schools. You will develop and maintain relationships with stakeholders, including teachers, school administrators, students, and business and community volunteers.

The JA Program Manager is part of the programs department. This is a full-time, exempt position with regular business hours and some evenings/weekends.

### **PRIMARY RESPONSIBILITIES**

- Responsible for elementary, middle and high school program management and individual volunteer recruitment and relationships in assigned schools and geographic areas
- Deliver on individual, team and organizational goals and objectives
- Delight Junior Achievement stakeholders by developing and maintaining positive relationships with teachers, volunteers, school staff and students
- Develop collateral materials in conjunction with programs team and marketing manager
- Assure program quality through phone calls, classroom monitoring, participant servicing, evaluation instruments and newsletters
- Continually provide motivation, feedback, program materials and resources to consultants and teachers and conduct training as needed
- Attend community organization meetings focused on developing and strengthening relationships that promote and increase volunteer participation; deliver recruiting presentations as needed
- Recruit volunteers to meet individual and team goals by securing new sources for volunteers and renewals from existing volunteer sources
- Manage department records in line with organizational standards and objectives. Enter accurate program information in database
- Assist with other Junior Achievement organizational duties as assigned

## EDUCATION/EXPERIENCE

- Must have enthusiasm for the Junior Achievement mission and true commitment to helping students realize their potential
- Bachelor's Degree in Business, Communication, Education or related field is required
- Three to five years of experience in program, project or event management is preferred
- Proven strong problem solving skills with high attention to detail, strong organizational and planning skills
- Must be able to provide own transportation, as some local travel is required
- Public speaking experience and knowledge of the education and/or business community is preferred
- Should be comfortable working closely in teams; this position will be working collaboratively as well as independently
- The ideal candidate will be innovative and forward-thinking; have project management experience and/or experience with student programs
- The individual will be knowledgeable about corporate sponsorships and benefits; be familiar with Jacksonville's education landscape
- Strong oral and written communication skills as well as computer literacy skills

This full time position offers a competitive salary and a benefits package. Please submit your resume and letter of interest, including salary requirements, to [careers@janfl.org](mailto:careers@janfl.org).

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 related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

Must meet employment requirements including being able to pass a background check. Junior Achievement of North Florida, Inc. is an equal opportunity employer.