Program Manager
Full Time – Exempt

Title: Program Manager
Position reports to: Sr. Education Manager
Compensation: Exempt

Purpose of Position:

This position is responsible for program implementation, quality and growth, with a focus on specialty program delivery. Skills required for success in this position include sales-oriented experience, commitment to customer service and constituent stewardship with the ability to think strategically to support student growth and brand/program awareness throughout our eight-county footprint.

Primary Responsibilities:

General:
△ Awareness of trends in your area of expertise and the community by joining groups or organizations that provide up-to-date information and networking opportunities,
△ Ability to work collaboratively and in a team environment,
△ Assist with JA Website updates, as well as disseminating social media posts and press releases.

Program:
△ Manage implementation of JA programs, with focus on specialty program delivery per annual plan and objectives,
△ Manage and implement tasks related to specialty programs,
△ Manage recruitment, training and placement of volunteers,
△ Deliver presentation to support cultivation of new volunteers, teachers and schools,
△ Assure volunteer, school and teacher retention by creating and utilizing a stewardship plan,
△ Work closely with education and development staff to leverage current partnerships with schools, volunteer companies/organizations and funders,
△ Correspond with constituents,
△ Coordinate placement and scheduling of trained consultants,
△ Solicit feedback from volunteers through a final evaluation instrument,
△ Maintain strong understanding of new and existing product,
△ Implement and manage annual recognition events for volunteers and teachers,
△ Prepare forecasts and interim reports for Executive Committee and Board of Director meetings,
△ Maintain program constituent database records,
△ Execute and collect pre and post-test data to provide program outcome information for funders.
Deliver program materials, 
Other duties as assigned.

Requirements:

Bachelor’s degree or equivalent.
Experience in education, communications or marketing preferred,
Knowledge of education community preferred,
Strong relationship building and management skills with the ability to work with a variety of constituents, including educators, volunteers and funders,
Demonstrated organization, planning, presentation and communication skills,
Commitment to providing superior customer service
Ability to work collaboratively and in a team environment
Creativity, critical thinking skills, self-motivated and results-driven,
Working knowledge of Windows 10, MS Office 365, and Customer Relation Management [CRM] systems.
This position requires a valid driver’s license, dependable transportation and ability to work nights or weekends.

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.

Resumes may be emailed to Alycia Ivancie, Senior Education Manager, aivancie@jawny.org