

Regional Program Manager South Puget Sound Region

SUMMARY:

The Regional Program Manager is responsible for the implementation and management of all JA programs within the South Puget Sound Region. This includes oversight of program quality and expansion, maintaining strong school relations and verification of program completion. The RPM will be responsible for the recruitment, training, and retention of volunteers to teach the in-school JA programs, as well as for recognition of their service. This position is responsible for the management and maintenance of data for the database system (BCRM) in programs. The RPM will also be responsible for expanding community awareness of programs, identifying additional sources for volunteer recruitment and funding opportunities. This full-time exempt position is in Auburn, Washington with a South Sound Region focus. Standard workday is Monday – Friday with occasional evening and weekends required. This position reports to the Statewide Program Director.

WHAT YOU'LL BE DOING (Essential Duties):

- Partner with Regional Director to further community and volunteer engagement and funding opportunities.
- Plan, implement, manage daily operations of JA programs
- Assure program quality and expansion.
- Teach JA classes as needed (not to exceed 10 classes in a school year).
- Maintain strong school and school district relations; develop and deliver JA recruiting presentations both to schools and other community organizations.
- Recruit classroom teachers; register requested classes in database and place volunteers.
- Secure, vet, and train all volunteers; collect volunteer documents; plan methods of volunteer recognition/awards.
- Confirm and verify program completion.
- Manage and maintain data in database accurately.
- Increase public awareness for all programs.
- Acquire and inventory program materials (kits) to assure quality control/updates.
- Assess/evaluate program quality/teacher satisfaction.
- Provide ongoing communication regarding Programs.
- Participate in continuing program training via webinars, JA Learning Platform, conferences.
- Assure that all administrative procedures are implemented.
- Complete programs end-of-year reports.
- Assist in program-related Board Committees to achieve goals of Regional Board.
- Identify funding opportunities for referral to Special Events and Regional Director.
- Assist in developing yearly departmental calendar.
- Represent Junior Achievement of Washington to community members.
- Other job-related duties as assigned.

REQUIRED QUALIFICATIONS:

- Bachelor's degree or equivalent work experience
- Two years general business experience with demonstrated program management abilities.
- Strong oral/written communication, interpersonal, organization/planning and problem-solving skills.
- Familiarity with area schools and school districts, community and businesses.
- Ability to work independently on multiple programs with strict deadlines.
- Valid Driver's License and proof of insurance.

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

WHAT'S IN IT FOR YOU:

- United Healthcare Medical and Dental insurance
- Vision Insurance
- Life Insurance- Employee
- Family and Dependent Life Insurance
- Vacation and Sick leave
- Paid holidays
- Paid Personal leave days
- Long Term Disability Insurance
- Employee Ability Assist Program

WHAT MAKES US SPECIAL:

- Family Leave -Consistent with Local and National regulations
- Volunteer Day – two paid days a year to support the causes that matter to you!
- Work life balance – Flexible options to balance in office time by remote access (on approval)
- Summer Fun Fridays – Memorial Day through Labor Day every other Friday early release at 12:00pm!

Junior Achievement: Empowering young people to own their economic success®

Junior Achievement of Washington's purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement of Washington reaches over 75,000 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.

Junior Achievement of Washington associates are known for their passion for the 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 team interact with community leaders who support Junior Achievement of Washington with their time, treasure, and talent. Junior Achievement of Washington offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

TO APPLY FOR THIS POSITION:

This full-time exempt position is based in Auburn, Washington. Standard workday is Monday – Friday with occasional evening and weekends required. Submit cover letter and resume to: [hiring@jawashington.org](mailto: hiring@jawashington.org).

Junior Achievement of Washington is an Equal Opportunity Employer. JA of Washington does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law.

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.