



Program Manager – (25 hrs/week)

Eligible for Paid Time Off and Holidays

COMPANY SUMMARY:

Junior Achievement: Preparing today's students for tomorrow's economy.

Junior Achievement of Alabama's purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement reaches 33,000 students annually across Alabama with 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.

The Program Manager assists with the recruitment, training and support of both volunteers and participating classroom teachers. The primary responsibilities of the Program Manager are school relationship development, volunteer management and the retention of volunteers and schools. The successful candidate will have many of the characteristics of a salesperson, but this is not a sales position. This is a relationship building position.

Areas of Responsibility

- Meet the goals for school participation
- Manage relationships with schools
- Develop new relationships with schools
- Explore strategies to meet goals and school needs
- Ability to work with School Principals, Counselors and Teachers
- Keep current on school news
- Work closely with the Program team
- Continually provide motivation, feedback, program materials and resources to volunteers and teachers
- Recruit and train volunteers to deliver Junior Achievement Programs
- Other duties as deemed necessary

Skills Required

- Excellent interpersonal skills and attention to detail
- Ability to present and explain the Junior Achievement mission and programs
- Strong organization skills
- Strong oral and written communication skills
- Proficient in Microsoft Office
- Customer service focused
- Ability to carry out instructions accurately and in a timely manner
- Familiar with Zoom and Microsoft Teams
- Comfortable with Public Speaking

Required Qualifications

- Bachelor's Degree
- Self-motivated
- Ability to problem solve
- Pass a criminal background check

Desired Qualifications

- Experience with educational programs in a non-profit organization
- Experience managing community volunteers
- Experience or familiarity with both educational and business environments

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.

To Apply:

Please send your resume with a cover letter and references to:
Lynne Lansdell at lynne.lansdell@ja.org

Position is currently available.