

Education Program Manager

DATE:

APPLICATION DEADLINE:

Date: April 13, 2018

POSITION TITLE:

Education Program Manager

DEPARTMENT:

Northwest Region

HIRING SALARY RANGE:

\$28,000 - \$30,000 DOE

REPORTS TO:

Executive Director Northwest Region

POSITION CONCEPT:

Manages educational programs and events with particular emphasis on implementation of JA programs in region schools; recruiting, training, placement, support and recognition of volunteers. Facilitates activities of volunteers and educators, upholds quality standards for the organization, assures adherence to program models and program models and expansion, develops and maintains good educator relationships at all levels, and is a liaison to District Advisory Boards and committees. This position requires travel (50%+)

PRIMARY RESPONSIBILITIES:

1. Manages program quantity and quality through tracking in annual plans of work to meet the student goal for each county, with monthly progress updates. The annual goal is 13,000 students enrolled in JA programs throughout a six county region including Erie, Crawford, Mercer, Lawrence, Venango and Warren.
2. Manages procurement, record keeping and delivery of all program materials. Handles general records and correspondence with volunteers, schools and prospects.
3. Renews commitments of schools/teachers. Develops and delivers sales presentations to new school districts, schools, and prospective teachers.
4. Recruits and renews individual volunteer, company liaison and volunteer coordinator commitments. Develops and implements training to corporate and individual classroom volunteers. Coordinates the scheduling and placement of trained volunteers. Encourage and direct collaboration with youth organizations to further the program and volunteer objectives.
5. Develops and implements plans for teacher and volunteer contacts including visits, phone, e-mail, and fax.
6. Supports the expansion of JA programs in schools and after school youth programs in the six county region.
7. Files all class registration and volunteer verification through the JA constituent management software (BCRM) recording all classes, educators and volunteers in accordance with JAUSA. Use BCRM queries for reporting out.
8. Requests funding from schools for programming. Achieve an annual fund raising goal of at least \$1 per student served, from the following revenue sources, schools, volunteers, teachers, and student competitions.

9. Submits forecasts and interim reports to supervisor on an on-going basis. Assists Executive Director with grant requests and reporting.
10. Develops and implements recognition programs that are of interest and value to volunteers, teachers, schools and students including scholarship recipients and donors. Recruits and trains youth to represent JA programming at JA events.
11. Manage all program related board committees in carrying out their specific functions. Prepares materials and reports for board and committee meetings. Give education progress reports at all district advisory board meetings.
12. Plan and implement student competitions for JA Titan and JA Company programs including the acquisition of sponsors.
13. Travel throughout northwestern PA to meet with schools, businesses and collaborate with diverse community groups; represent JA in the community; give public presentations and set-up interactive booths at career and volunteer fairs.
14. Ensure reinforcement of the image of JA as the leading organization for youth in work readiness, entrepreneurship and financial literacy by extending community contacts and implementing the marketing plan in northwest PA.
15. Assists with all functions of the Northwest Region office including fundraising, special events, communications and marketing.
16. Other duties as assigned

EDUCATION/EXPERIENCE REQUIRED:

Required:

- Bachelor's degree or equivalent experience.
- Strong oral and written communication, organization and time management skills, as well as public speaking capabilities.
- Proficient in recruitment and training techniques as well as volunteer management experience.
- Strong public relations skills and ability to develop community collaborations.
- Ability to effectively identify, analyze and solve problems.
- Ability to plan, organize and prioritize work, while managing multiple deadlines in a continually changing work environment.
- Ability to facilitate JA programs in a classroom and in front of youth organizations
- Willingness to travel throughout northwest Pennsylvania.
- Ability to work with individuals of diverse backgrounds and ages.
- Car and valid driver's license necessary to carry out assignments.
- Obtain Act 33 and Act 34 and FBI finger print clearances.
- Computer literacy, including Microsoft Office, Excel, PowerPoint, Publisher or Adobe products

Desired:

Bachelors degree or higher in public administration, education or like degrees. Two years classroom or non-profit 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 related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

Candidates can send their resume, cover letter and the names of three (3) professional references by April 13, 2018 to:

Erin Sekerak, Executive Director,
Junior Achievement of Western Pennsylvania,
Penn State Behrend, The Logan Carriage House,
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Erie, PA 16563
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