



## Program Manager

### COMPANY SUMMARY:

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

Junior Achievement of Southeastern Pennsylvania's purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement of Southeastern Pennsylvania reaches over 16,000 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 (JA) associates are known for their passion for the JA 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 JA team interact with community leaders who support JA with their time, treasure, and talent. Junior Achievement of Southeastern Pennsylvania offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

**POSITION CONCEPT:** The Program Manager will facilitate activities of consultants and teachers, uphold quality standards for the organization, assure adherence to program models and program expansion, and develop and maintain good educator relationships at all levels. The Program Manager will also manage programs and facilitate volunteer training, placement, support, and recognition.

### PRIMARY RESPONSIBILITIES:

- Implement programs.
- Develop and maintain educator relationships.
- Assure program quality through teacher and volunteer phone calls, classroom monitoring, and service.
- Provide feedback, program materials, and resources to volunteers and teachers.
- Organize and implement volunteer orientations.
- Develop and implement recognition programs that are of interest and value to participants, including events, scholarships, awards, and gifts.
- Maintain strong understanding of new and existing products.
- Handle general records and correspondence with volunteers and prospects, file class registration forms, communicate with marketing on volunteer needs, and supervise procurement and delivery of all program materials.
- Assist all program related Board committees in carrying out their specific functions. Prepare materials for Board and Committee meetings.
- Other projects as required, including event support on weeknights, weekends, and holidays.

### EDUCATION/EXPERIENCE REQUIRED:

- Bachelor's degree in related field or equivalent combination of education and experience. Computer literacy a must; strong oral/written communication skills; knowledge of the education community and organizations.

**Interested candidates should submit a resume and cover letter to Stephanie Gambone at [stephanie.gambone@ja.org](mailto:stephanie.gambone@ja.org).**