



Junior Achievement™

of Southeastern Pennsylvania

Program Manager, Workforce Development
Hybrid Work Environment
Salary Range: \$50,000-\$55,000 (full-time)
Reports to: Vice President, Learning Experiences
Direct Reports: None

COMPANY SUMMARY:

Junior Achievement of Southeastern Pennsylvania (JASEPA) is a nonprofit organization dedicated to helping young people, ages 5-25, develop the skillsets and mindsets to build thriving communities. We are one of 102 chapters nationally and JA Worldwide extends across the globe. One of our core beliefs is the power of partnership and mentorship to transform the lives of young people – helping them be prepared for the world of work, be entrepreneurially minded, and to be financially confident.

JASEPA served 24,000 students last year in relevant, hands-on learning experiences in Greater Philadelphia, Berks County and the Lehigh Valley. This is an exciting time to join our growing team as we implement our new strategic framework that will equip young people for economic mobility and the pursuit of their own ambitions. Junior Achievement of Southeastern Pennsylvania offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community. Visit us at <https://southeasternpa.ja.org/> to learn more.

POSITION CONCEPT: The Program Manager, Workforce Development is an integral part of the delivery of our mission and will support the growth and expansion of key JASEPA initiatives. The position will support workforce development and career readiness programs with nonprofit partners, business and education communities in Greater Philadelphia, Berks and the Lehigh Valley. The Program Manager, Workforce Development upholds quality standards for the organization, assures adherence to program models and program expansion and develops and maintains educator relationships at all levels.

PRIMARY RESPONSIBILITIES:

- Develop, expand, and maintain programs within public, private, and charter schools and nonprofits to achieve strategic plan goals.
- Apply workforce development experience to advise on workforce strategy, expand partnerships and develop young people ages 5-25 to be career ready.
- Develop and maintain educator relationships. Recruit new schools and teachers to participate in alignment with organizational strategy.
- Ensure quality of programs through phone calls, classroom monitoring and evaluation.
- Provide feedback, program materials, and resources to volunteers and teachers.

- 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.
- Fulfill recruitment, placement and training of volunteers in collaboration with Program Coordinator and others. Develop and deliver presentations to businesses when appropriate.
- Manage records and information relating to school and volunteer activity.
- Ensure completion of general records and correspondence with educators, volunteers and prospects. File class registration forms, work cross-functionally with team members to meet volunteer needs, and ensure procurement and delivery of all program and curriculum materials.
- Adhere to all program reporting requirements and alignment with implementation standards to ensure proper verification of all programs.
- Oversee assigned program execution in schools and business sites with emphasis on career readiness programming.
- Support Diversity & Inclusion efforts throughout entire program lifecycle from students and volunteers to partners.
- Support other organizational initiatives as appropriate, such as assisting with logistics of competitions, onsite events, etc.
- Collaborate with all JASEPA team members in fulfilling responsibilities.
- Attend trainings offered by JASEPA/JA USA to continue striving for professional improvement.
- 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.
- 3-5 years of JA or related business development or non-profit experience.
- Experience in Workforce Development or Career Readiness with an emphasis on ages 12-25 a plus.
- Demonstrated program management, planning, and leadership skills.
- Ability to recruit, build and sustain relationships. Recruiting and/or Sales experience a plus. Proven record of success engaging and collaborating with people from diverse socio-economic, race and cultural backgrounds. Experience with Diversity, Equity, and Inclusion.
- Proven ability to organize and prioritize multiple tasks. Project Management experience.
- Established relationships with area schools, businesses, and other organizations (throughout Southeastern Pennsylvania a plus). Educational background preferred.
- Personal qualities of integrity, credibility, and a commitment and passion for JASEPA's mission.
- Proactive and entrepreneurial. Demonstrated strength in cross-functional team collaboration.
- Strong oral/written communication, interpersonal, presentation, and critical thinking skills. Computer literate. Has experience with CRMs.
- Reliable transportation required.

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.

Interested candidates should submit a resume and cover letter to Laura Yohe at laura.yohe@ja.org.