



Program Manager

Position Title:	Program Manager
Classification:	Full-Time
Location:	Salisbury, MD
Reports To:	Vice President

POSITION OVERVIEW: The Program Manager leads the Junior Achievement (JA) Program team in the implementation and expansion of JA educational experiences. This position maintains strategic relationships with volunteers, educators, and community partners to ensure that programs are relevant and impactful. The Program Manager works with the Vice President and school district contacts to create the annual program plan providing meaningful experiences for students.

ROLES & RESPONSIBILITIES:

- Implement programs according to the Annual Strategic Plan.
- Supervise program quantity and quality.
- Manage the members of the Education team working in partnership with the Development and Marketing Departments.
- Establish and maintain strong relationships with educators in all school districts served by JAES.
- Cultivate relationships with volunteers to meet program goals.
- Develop and implement training programs that provide resources and materials to volunteers and educators.
- Maintain communication timelines with volunteers and educators.
- Update and adapt programs to best fit the needs of our schools, educators, and students.
- Assure adherence to program implementation models and file all needed class registration forms to JA USA.
- Solicit feedback from participants through an impact evaluation tool.
- In support of the strategic plan and budget, coordinate with JAES leadership to deliver sales presentations to new school districts, schools, and prospective teachers.
- Develop, coordinate, and implement recognition programs that are of interest and value to participants.
- Work with JAES staff and Board in supporting the financial requirements of the programs.
- Assist all program-related Board committees in carrying out their specific functions.
- Other duties as assigned.

PROFESSIONAL ATTRIBUTES REQUIRED:

- Demonstrated ability to meet deadlines and adapt to changing circumstances
- Highly organized, and highly detail-oriented with strong project management skills; able to perform and prioritize multiple tasks seamlessly
- Possess outstanding verbal and written communication skills, presentation experience is necessary
- Proactive approaches to problem-solving with strong decision-making capability
- Highly resourceful team-player, with the ability to also be extremely effective independently

QUALIFICATIONS:

- Bachelors or Associates Degree and/or at least 3 years of related experience*
- Excellent verbal and written communication skills*
- Excellent organizational skills and attention to detail*
- Excellent time management skills with a proven ability to meet deadlines*
- Highly proficient with Google Drive and Microsoft Office Suite
- Familiarity with local schools and businesses*
- Passion for and familiarity with the nonprofit sector and Junior Achievement mission*

ADDITIONAL INFORMATION:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. In addition, it does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

Junior Achievement of the Eastern Shore is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with federal and state law.

In addition to the above requirements, candidates must have a valid driver's license; commit to follow all agency policies; carry out the essential functions of the position with, or without, accommodation; and demonstrate cultural competence and support JAES mission, beliefs, and values.

APPLICATION INSTRUCTIONS:

Interested applicants should submit a cover letter and resume to Kate Bleile, kate.bleile@ja.org. Complete applications received by Friday, May 21, 2021, will be considered.

For more information about Junior Achievement of the Eastern Shore, please visit our [website](#).