

Program Manager - Junior Achievement of Chattanooga

Reports To: President

Compensation: Full-Time/Exempt, PTO & Benefits Package

The Junior Achievement Program Manager is confident in relationship-building and their ability to secure in-person volunteers to teach the curriculum, lead program orientations and place volunteers in the classrooms of our local schools as well as provide support. This position maintains strong school/volunteer partnerships, increasing Junior Achievement awareness and continuing program expansion with local schools. This role requires maintaining accurate program records through database management.

PRIMARY RESPONSIBILITIES:

- Responsible for the day-to-day management and smooth operation of K-12 programs including traditional, “JA in a Day” whole-school (1/2-day programs-requires early morning commitment), after-school programs, and summer camp partnership programs
- Maintain and manage partnerships with schools, educators, investors and volunteers
- Work with Volunteer Coordinator partners, parents and colleges recruiting/retaining volunteers
- Comfortable with public speaking
- Lead volunteer curriculum orientations

EDUCATION/EXPERIENCE REQUIRED/DESIRED:

- Bachelor’s Degree in Education, Business, Communications, Non-Profit Management or Equivalent Experience
- Knowledge of education community/organizations
- Experience in one or more of the following: sales, volunteer management, or marketing
- Self-starter with effective time management skills, ability to multi-task and adapt with frequently changing environment
- Must be able to lift a minimum of 40-50 lbs.
- Knowledge and experience in constituent relationship management database a plus

Junior Achievement is an equal opportunity employer. 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.

Salary Range- Compensation is determined based on level of experience and expertise.

Submit resume, cover letter, salary requirements and references to:

E-mail: careers.jachatt@ja.org

Review of resumes will begin immediately. Please include all requirements as incomplete requested information will not be considered.

Website: www.jachatt.org

-- No Inquiries or Phone Calls, please --