

Program Manager

Position Title: Program Manager, Central Kentucky
Classification: Full-time, Exempt, PTO & Benefits
JA Office: Junior Achievement of the Bluegrass
Reports To: President
Salary Range: \$48,000-\$53,000



Position Overview: As part of a collaborative team environment, the Program Manager will manage programs in Central Kentucky counties: Anderson, Bourbon, Boyle, Mercer, Jessamine, Scott, Clark, Harrison, Montgomery, Powell, Nicholas, Woodford. There will be a particular emphasis on school and volunteer recruitment and support while adhering to the strategic plan and JA USA Implementation Standards. The ideal candidate will be a dynamic, energetic, creative team player who thrives on building relationships while maintaining quality brand experience. This position will direct all aspects of the JA Miss Business Program.

ROLES & RESPONSIBILITIES:

Classroom Programming:

- Provide strategic leadership and oversight of JA Classroom Programs including overseeing school and volunteer recruitment through regular communication with schools, educators, and volunteers, and other JA Program Managers.
- Work with President and Board of Directors to set strategic goals for classroom programming. Will capture program data, forecasts and corresponding reports as needed.
- In support of the strategic plan, the manager coordinates and delivers presentations to new school districts, schools, and prospective teachers, and renews commitments of constituents.
- Organize and implement volunteer orientations by identifying, cultivating, and maintaining regular contact with company connections and developing new ones.
- Deliver excellent brand experience of volunteers and teachers through outstanding customer service and excellent relationships, and teacher and volunteer communication.
- Identify, cultivate, and maintain strong relationships with educators, schools, and community partners.
- Maintain working knowledge of classroom programs and ability to deliver them when necessary.
- Assist with educational events such as Miss Business, Stock Market Challenge, JA Real Life, and others.
- Work with others to fulfill the class and student requirements for various grants ensure grant requirements are met by providing necessary documentation and evidence.
- Assist JA team with other programs and events, as needed.

JA Miss Business Program:

- Lead the JA Miss Business Planning Committee.
- Work with the President to develop and maintain the budget for JA Miss Business events.
- Develop recruitment and registration strategies for upcoming events.
- Drive continuous improvement efforts through feedback from participants and committee members.
- Oversee all logistics of the JA Miss Business events including communication with presenters and schools.

BEHAVIORAL COMPETENCIES:

Accountability

- Accepts responsibility for meeting assigned goals and metrics.
- Maintains composure in difficult situations and can shift quickly to objective, problem-solving behaviors to deliver results.
- Avoids excuses and blame-shifting.

Active Engagement

- Participates in projects, tasks, meetings and workplace interactions with positive enthusiasm.
- Demonstrates an obvious energy in performing the role.

Growth & Improvement

- Actively seek opportunities to increase industry knowledge and become a subject matter expert in the field.
- Willing to accept stretch goals and challenging projects to gain valuable experience and continuously develop as a professional.

Integrity & Trust

- Earns the trust and confidence of coworkers and constituents through honest communication, ethical behavior and professionalism in all interactions.
- Admits mistakes, does not misrepresent self or information, and keeps confidences.
- Is dependable and known to be someone who will do what is promised.

Junior Achievement Teamwork

- Operates in a collaborative environment - Contributes to meeting team deadlines and engages effectively with others to achieve goals.
- Advocates for the entire organization, including helping to recruit classroom volunteers and teaching JA programs when needed.
- Maintains an approachable demeanor to encourage positive working relationships and promote effective communication.
- Demonstrates a willingness to pitch in to help team members succeed (even in areas outside their role).
- Interacts well with many types of personalities and handles difficult interactions without escalating tension.
- Models appropriate work/life balance behavior and supports employees in their pursuit of balance.

DESIRED EXPERIENCE/EDUCATION:

Bachelor's degree in education or business administration or equivalent combination of education and experience; strong organizational and project management skills; excellent written, verbal, interpersonal and presentation skills; detail oriented; knowledge of various marketing platforms, including print, social, digital and email; basic experience with Microsoft tools; knowledge of database management systems; willingness to learn new software and programs; ability to work in a fast-paced environment and manage multiple tasks and deadlines. Ability to maintain confidentiality.

In addition to the above requirements, candidate must:

- Uphold and uplift JA's five core values: Collaboration, Optimism, Philanthropy, Relevance, and Respect.
- Follow all agency policies and procedures.
- Carry out the essential functions of the position with, or without, accommodation.
- Demonstrate awareness and understanding of cultural and ethnic diversity of constituents, staff, and community partners.

Junior Achievement of the Bluegrass is committed to a policy of nondiscrimination based on disability, race, color, religion/religious beliefs, sex, sexual orientation, gender identity or expression, age, or national origin. Discrimination based on disability, race, color, religion/religious beliefs, sex, sexual orientation, gender identity or expression, age, or national origin is prohibited.

Because of our work with children, Junior Achievement completes background and reference checks on all employees prior to hire.