



Education Manager - Position Description (Part-Time)

About the Organization:

Junior Achievement's mission is to inspire and prepare young people to succeed in a global economy. Our corporate and community volunteers deliver relevant, hands-on experiences that teach students in kindergarten through high school the basics of financial literacy, work readiness, and entrepreneurship. JA programs empower students to make a connection between what they learn in school and how it can be applied in the real world to own their economic success. Junior Achievement of Southwest New England serves seven Connecticut counties (excluding Fairfield County). In the past two years, JA of Southwest New England served close to 70,000 students, thanks to the efforts of 5,000 business/community volunteers. This year, JA virtualized all programming, serving more than 14,000 students, with a strong focus on innovation and meeting the personalized needs of educators, students, and volunteers.

Position Description:

Reporting to the Senior Education Manager, the Education Manager will implement and manage daily operations of JA programs, with a focus on JA Traditional Classes (JA's core curriculum that are delivered to K-12 students on a weekly basis). This position will build relationships with educators, recruit and train classroom volunteers, and ensure that all administrative procedures are implemented.

This part-time position will require 20-25 hours/week, five days per week.

Duties and Responsibilities:

- Maintain JA's Traditional programs throughout CT
- Provide programming support to the Education Department
- Recruit new volunteers and schools to participate in JA programs and build relationships with existing volunteer/school coordinators and business community
- Ensure quality and thoroughness of database by tracking all programs, volunteers, schools, educators and companies
- Work closely with education staff to leverage current partnerships with schools and volunteer companies/organizations
- Collaborate with community partners, i.e. Chamber of Commerce, Rotary, other non-profits etc.
- Learn and become fluent in all JA curriculums and conduct training sessions for volunteers to ensure program quality
- Capture volunteer and program information in BCRM database
- Follow the quality standards set by JASWNE and adhere to the implementation model set by JA USA
- Assist with fund-raising events, student conferences and other JA activities as required.
- Develop and deliver presentations to a variety of constituents including educators, volunteers and funders
- Meet or exceed requirements of grant-funded programs

Qualifications:

- Bachelors degree required
- Experience in non-profit programming and/or education field with proven program implementation preferred
- Competitive and results-driven with the ability to motivate others
- Strong relationship management and team building skills with the ability to work with a variety of constituents, including event sponsors, corporate leaders, and individuals
- Excellent organization, presentation, and communication skills
- Proven experience, passion and commitment to providing superior customer service
- Ability to work as a self-starter in a team environment, inspiring others
- Computer literacy, including Microsoft Office and experience with non-profit databases (i.e. BCRM, Raiser's Edge, QGiv, and First Giving)

How to Apply: Please email a cover letter and resume to Serena Iacobucci, HR Generalist at siacobucci@accountingresourcesinc.com.