



Education Manager – Specialty Programs - Position Description (Part-Time)

About the Organization:

Junior Achievement's mission is to inspire and prepare young people to succeed in 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 only Fairfield County).

In response to the pandemic, JA virtualized all programming and special events for the 2020-21 school year and met students, educators and volunteers where they were – serving more than 14,000 students virtually with the help of close to 1,000 volunteers. This school year, JA of Southwest New England will serve over 20,000 students through virtual, hybrid, and in-person programs. JA of Southwest New England, with an office based in Hartford, has been recognized by JA USA for five consecutive years for financial stability, student growth, and overall management efficiency.

Position Description:

Reporting to the Director of Education, the Education Manager – Specialty Programs will implement and manage daily operations of JA's Specialty Programs, primarily servicing students in middle and high school. This position will build relationships with educators as well as recruit and train volunteers for both virtual and in-person programming. This position will ensure that all associated administrative procedures are implemented. Programs to be implemented include, but are not limited to: JA Career Day, JA Career Panel, JA Job Shadow, JA Mock Interview, JA Career Walk, JA student conferences, etc.

Duties and Responsibilities:

- Maintain and grow JA's Specialty programs throughout Junior Achievement of Southwest New England territory
- 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 fundraising 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 experience
- 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, Google Suite and experience with non-profit databases (i.e. BCRM, Raiser's Edge, QGiv, and First Giving)

We actively seek people who bring diverse backgrounds and perspectives to join us in our work. We are dedicated to creating a diverse and inclusive culture where everyone feels welcomed, valued and included. We believe we are stronger as an organization when we embrace the unique attributes, characteristics, abilities, and perspectives of all individuals.

Junior Achievement of Southwest New England offers competitive benefits for part-time employees including a 401k plan with a match as well as generous Paid Time Off and Paid Holidays in a supportive hybrid work schedule of 2-3 days per week in the office and remaining days remote.

Resumes will be evaluated on a rolling basis. Please be sure to include a cover letter along with your resume.

How to Apply: Please email a cover letter and resume to Valerie Cinkovic, vcinkovic@accntingresourcesinc.com.