



# Junior Achievement™

of Southwest New England

## Education Manager, JA Maritime (Full-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 that 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).

This year, JA of Southwest New England plans to serve 35,000 students through in-person, hybrid, and virtual programs. JA of Southwest New England, with an office based in Hartford, has been recognized by JA USA for six consecutive years for financial stability, student growth, and overall management efficiency.

### **JA Maritime:**

JA Maritime, a key initiative under JA USA's K-12 Submarine Pathways Program, is designed to address the evolving skill needs of the Submarine Industrial Base (SIB). This program is focused on partnering with key stakeholders and K-12 schools to build a robust pipeline of future workers skilled in critical trades and STEM areas essential to the submarine and shipbuilding industries.

### **Position Description:**

The full-time Education Manager for JA Maritime will oversee the daily operations of K-12 programming, both in-school and afterschool. This role involves planning and implementing the launch of JA Maritime programs, including the execution of pilot curricula created by JA USA. The Manager will focus on building relationships within the educational community, recruiting and training volunteers, and ensuring compliance with all administrative procedures. The Education Manager for JA Maritime will be responsible for, but not limited to running the following programs: JA in a Day, JA Traditional/Weekly programs, JA Career Speaker Series, and JA Job Shadows. This position is a 5-year contracted role, renewed annually.

### **Duties and Responsibilities:**

- Program Management: Plan and implement K-12 programming for JA Maritime, ensuring alignment with organizational goals and community needs, as well as JA USA guidelines.
- Volunteer and School Recruitment: Recruit and retain volunteers and schools for JA programs.
- Partnership Collaboration: Foster relationships across the Submarine Industry Base (SIB) network to support program reach and impact.
- Database Management: Track and manage all program-related data, including volunteers, schools, and partnerships, ensuring accuracy and accessibility.
- Curriculum Training: Become proficient in JA curriculums and conduct training sessions for volunteers to ensure high-quality program delivery.
- Quality Assurance: Adhere to quality standards set by JASWNE and follow the JA USA implementation model.
- Presentation Development: Create and deliver engaging presentations for various stakeholders, including educators, volunteers, and funders.
- Grant Management: Meet or exceed requirements for grant-funded programs, ensuring compliance and reporting accuracy.

**Qualifications:**

- Education: Bachelor's degree required.
- Experience: Proven experience in educational programming, preferably within a non-profit or K-12 setting.
- Relationship Management: Strong skills in building and maintaining relationships with educators, volunteers, and community stakeholders.
- Communication Skills: Excellent organizational, presentation, and interpersonal communication abilities.
- Evaluation Skills: Experience in program evaluation and feedback collection.
- Technical Proficiency: Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with basic research methods.
- Motivation: Results-driven with a competitive spirit and ability to inspire and motivate others.
- Self-Starter: Ability to work independently and as part of a team, demonstrating initiative and leadership.
- Passion: Genuine interest in empowering student's K-12 and a commitment to the non-profit sector.
- Other: Strong organizational skills, excellent written and verbal communication skills, attention to detail, and the ability to work independently as well as part of a team, while providing superior customer service

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 a competitive benefits package to full-time employees including medical and dental insurance and 401k plan 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.

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 William Stapell, [WStapell@accountingresourcesinc.com](mailto:WStapell@accountingresourcesinc.com).