



Job Description: In-Class Program Manager

Junior Achievement: Empowering young people to own their economic success.

Junior Achievement of Utah's purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement reaches more than 100,000 students annually in relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, own their own businesses, and develop readiness for careers or college.

Junior Achievement associates are known for their passion for the JA mission that brings together business and education to work with students in kindergarten through high school so they are empowered to own their economic success. Members of the JA team interact with community leaders who support JA with their time, treasure, and talent. Junior Achievement of Utah offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

Position Concept: Program Managers coordinate JA programs in local schools as they connect volunteers with teachers in local classrooms. Most work is completed in your home office, as well as spending time in local schools and businesses. Program staff also meets monthly at our main office downtown.

Responsibilities:

- Work closely with school administration and faculty to promote the benefits and impact of the JA curriculum.
- Train parent and business volunteers to present the curriculum and mentor students.
- Coordinate the placement and scheduling of volunteers while assuring program quality through classroom monitoring, phone/email follow-up, educator visits, and evaluations.
- Input program data on Blackbaud computer database to track participation and retention by schools and volunteers.
- Ensure sponsored programs meet Community Reinvestment Act requirements through student testing, providing volunteer opportunities, and partnering with low to moderate income schools.
- Work both individually in your own areas and as part of a team with special events.

Qualifications: Applicants should possess strong oral and written skills and be comfortable presenting to small groups. Applicants should be detail-oriented, self-motivated, computer proficient, enjoy working with people, and confident and able to articulate program benefits to volunteers and teachers.

Organization's Race, Equity, Diversity & Inclusion Statement and Work

- Junior Achievement is the recognized leader in "empowering young people to own their economic success®" through volunteer-led, experiential learning. We are dedicated to providing a positive, enriching learning experience free of bias.