



Elementary Program Manager

COMPANY SUMMARY:

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

Junior Achievement of Alaska's purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement reaches more than 16,000 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 Alaska offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

HIRING SALARY: \$40,000 - \$45,000 DOE, benefits package, generous vacation and flexible scheduling

POSITION CONCEPT: The Elementary Program Manager will manage programs with particular emphasis on volunteer recruiting, training (both virtual and in-person), placement, support, and recognition. Facilitate JA activities at elementary schools, volunteers and teachers, uphold quality standards for the organization, assure adherence to program models and program expansion, and develop and maintain good educator relationships at all levels.

PRIMARY RESPONSIBILITIES:

- Oversee site-based JA in a Day events (2-3 per month) in Anchorage, Kenai, Mat-Su, and others
- Implement elementary programs according to the Strategic Plan.
- Develop and maintain educator relationships.
- Work with community boards in conjunction with JA President.
- Recruit program volunteers to meet program goals.
- Train program volunteers both virtually and in-person
- Secure new sources for volunteers.
- Assure program quality through teacher and volunteer phone calls, classroom monitoring, and service.
- Provide feedback, program materials, and resources to volunteers and teachers.
- Organize and implement volunteer orientations.
- Identify and cultivate new company connections.
- Maintain regular contact with assigned company connections.
- Develop and implement recognition programs that are of interest and value to participants, including events, scholarships, awards, and gifts.
- Organize a volunteer recognition program (both ongoing and year-end event)
- Maintain strong understanding of new and existing products (programs)
- Handle general records and correspondence with volunteers and prospects, file class registration forms, communicate with marketing on volunteer needs, and supervise procurement and delivery of all program materials.

- Assist all program related Board committees in carrying out their specific functions.
- Prepare materials for Board and Committee meetings.
- Other projects as required, including event support on weeknights, weekends, and holidays.

EDUCATION/EXPERIENCE REQUIRED:

- Bachelor's degree in related field or equivalent combination of education and experience. Computer literacy a must; strong oral/written communication skills; knowledge of the education community and organizations.

PHYSICAL REQUIREMENTS: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.