

Junior Achievement of New York

POSITION DESCRIPTION Manager, Programs (Queens)

THE ORGANIZATION:

Junior Achievement of New York (JA New York), an affiliate of Junior Achievement USA, is dedicated to creating pathways to economic empowerment for young people. Our mission is to inspire and prepare young people to succeed in a global economy. Since our founding in 1929, JA New York has offered an evolving array of K-12 programs, delivered in-school, after-school, and in the workplace. Our experiential programs focus on three key content areas: work readiness, financial literacy, and entrepreneurship.

JA New York is an organization that is committed to developing talent and building a diverse, high performing, and successful team. We offer a robust benefits package, including 6 weeks of PTO; Medical and Dental; 401K contribution; and a hybrid work environment.

POSITION DESCRIPTION:

The Programs Manager for Queens will be a member of the NYC Programs team. They will manage a portfolio of corporate volunteer and school accounts in Queens, serving as a liaison between their assigned schools and volunteers, including corporate volunteers, high school students who volunteer in elementary schools, and other key community partners. The primary focus will be on relationship management and high-quality program and event execution, including in-person and virtual trainings, implementing JA Programs at K-12 schools, managing logistics for school and company-based events, and collecting program data.

While this role will mainly be responsible for a caseload for Brooklyn and Staten Island, they will work collaboratively with the NYC team and may be asked to provide in-person support for events that take place in other areas of New York City. The Programs Manager will contribute to the larger JA of New York's program goals and will be asked to collaborate with colleagues in other areas (Long Island, Lower Hudson Valley, JA Finance Park, and JA Inspire) and may also be asked to participate as a member on various programmatic and cross-functional project initiatives and teams to support JA New York's larger organizational objectives.

The role will occasionally work with the Development team and other senior program staff to support outreach to new and existing partners and participants to provide financial support including program promotion, sponsorship, marketing, volunteer engagement and data collection that may be tied to sponsorships or other grant reporting associated with support for JA program engagement.

The Manager will report directly to the Director, NYC Programs.

Key Areas of Responsibility:

- **Ensure Quality** – Implement programs in line with JA New York standards and increase their value to constituents
- **Manage Relationships** – Build, manage and strengthen assigned relationships with schools, educators, volunteers and potential funders
- **Manage Projects** – Successfully manage assigned programmatic projects, including coordinating participation of volunteers and students in JA New York events
- **Recruit & Train** – Successfully conduct recruitment and training sessions for external constituents including educators and volunteers
- **Collect Data** – Collect participant and program data in a timely manner

- **Grant Management** – Work with the Development team to integrate sponsorship and grant requirements and provide support for any reporting needs

Position Requirements:

- Bachelor's Degree
- Desire to work with volunteers, schools, students, and educators
- Evidence of strong verbal and written communication skills
- Comfort and demonstrated ability to speak effectively in public settings with a variety of constituents and stakeholders
- Superior organizational and project management skills
- Strong ability to multi-task and meet deadlines
- Exceptional attention to detail
- Proficiency in use of technology platforms including MS Office (Excel, Word, PowerPoint), Online Learning Platforms, digital communication platforms (MS Teams, Zoom, Google Meets), and various cloud-based collaboration and productivity tools
- Ability to work productively both autonomously and in team settings
- Ability to work productively in both office and remote work settings
- Self-starter and willingness to take initiative
- Team player with strong interpersonal skills
- Willingness to travel to various school and corporate locations within New York City (and occasional travel to the Lower Hudson Valley or Long Island regions for special events)

Preferred Qualifications:

- Prior work experience with schools, afterschool organizations, or other non-profit organizations in the education field; OR
- Prior work experience in event management – including both in-person and virtual events
- Familiarity/Experience with use of CRM database platforms or equivalent
- Ability to drive/access to a car

Compensation: \$62,000-65,000

- This is a non-exempt, salaried position
- Salary is commensurate with experience

Benefits:

- Excellent benefits package, 401(K) plan with company contribution, 30 Days PTO
- Flexible and cordial work environment, 2 days in-office policy (travel to schools/companies is required and peaks in October-December, March-May)

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.

Apply by submitting a resume to Amber Briggs at ABriggs@jany.org

*This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties as requested by their supervisor. This document does not create an employment contract implied or otherwise, other than an 'at-will' relationship.