



POSITION DESCRIPTION

Part-Time Program Associate (NYC Programs: Staten Island)

JUNIOR ACHIEVEMENT OF NEW YORK

THE POSITION – Part-Time Program Associate (NYC Programs: Staten Island) (Part Time: \$20-23/hour)

Reports to: Associate Director, NYC Programs and works closely with other NYC program staff.

Position Overview:

- **Position:** Part-time
- **Compensation/Benefits:** \$20-23/hour, depending on experience (with a maximum of 15 hours per week)
- **Schedule:**
 - Mon. – Fri.
 - 9am ~ 2pm, mostly within school hours
 - Flexible, and hours congruent with school year
 - Oct. – Dec./Feb. - Jun.: up to 45 hours a month
 - All other months: up to 20 hours a month
- **Location:** Remote/Site Based (Training in Midtown, Manhattan, site-based events will take place on Staten Island)

THE ORGANIZATION:

Junior Achievement of New York (JA New York) an affiliate of Junior Achievement USA, is the leading non-profit organization in Greater New York dedicated to creating pathways to economic empowerment for young people. Our mission is to teach and inspire young people to understand the economic world around them, plan for their financial futures, and make the most of their potential. JA New York is built on the premise that knowledge plus access equals empowerment.

Since our founding in 1929, JA New York has offered an evolving array of K-12 programs offered free of charge to schools, delivered in-school, afterschool and in the workplace. Our experiential programs focus on three key content areas—work readiness, financial literacy and entrepreneurship. JA New York creates partnerships between hundreds of businesses and more than 330 local schools – partnerships that give local professionals the opportunity to help shape the next generation of community leaders, consumers and innovators. JA New York is a growing organization that is committed to developing talent and building a diverse, high performing, and successful team.

Job Overview

As **Part-Time Program Associate (NYC Programs: Staten Island)**, you will work effectively with the Associate Director, NYC Programming to increase program quality and achieve our goals of reaching a target number of students within Staten Island.

You will manage a portfolio of school accounts in Staten Island and will serve as the liaison between volunteers and the schools. The primary focus will be on relationship management and program execution. This includes recruiting, training, placing, and supporting volunteers, and requires time spent out in the field running volunteer events and being a visible presence to our partners. You will build relationships with assigned schools to strengthen our collaborative efforts to bring JA programs to their students and will participate in assigned projects and special events.



With a growing number of new schools interested in JA programming, you will be tasked with onboarding those schools, continuing those relationships and making sure that the quality of the programming lives up to JA New York standards.

The **Part-Time Program Associate (NYC Programs: Staten Island)** will report directly to the Associate Director, New York City Programming.

Primary Responsibilities:

- **Ensure Quality** – Implement programs in line with JA New York standards and increase their value to constituents.
- **Manage Relationships with Staten Island Partners** – Build, manage and strengthen assigned relationships, expand programming to new partners which will include actively promoting and marketing the program to schools, educators, prospective sponsors, volunteers and potential funders.
- **Manage Projects** – Successfully manage assigned programmatic projects, including coordinating participation of volunteers and students in JA New York events based on Staten Island
- **Recruit & Train** – Successfully conduct training sessions for external constituents including educators and volunteers.
- **Work Collaboratively** – Work with the NYC team to meet NYC programmatic goals, including conducting evaluations, reporting back outcomes and necessary program information to NYC team

Required Competencies:

- Currently pursuing or completed Associate or Bachelor's Degree
- Evidence of very strong oral communication/presentation skills
- Desire to work in a youth-oriented non-profit organization
- Superior organizational and project management skills
- Ability to troubleshoot and do well under pressure
- Ability to work in a team setting

Desired:

- Prior teaching experience
- Prior volunteer training experience
- Experience with New York City Public Schools
- Fluency in Spanish or another language

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 required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

Please submit a resume and related information to: Michael Scher / mscher@jany.org

Please title your email: JA Staten Island Part-Time Position

Application Deadline: August 30th