

Junior Achievement of New York

POSITION DESCRIPTION

Part-Time Programs Manager, Lower Hudson Valley

THE ORGANIZATION:

Junior Achievement of New York (JA New York), an affiliate of Junior Achievement USA, is the leading nonprofit organization in Greater New York dedicated to creating pathways to economic empowerment for young people. Our mission is to inspire and prepare students to understand the economic world around them, plan for their financial futures, and realize their potential. We believe that knowledge and access together create opportunity.

At JA New York, we envision a future in which every young person has the confidence, skills, and opportunities to succeed. We bridge the gap between education and work by providing K-12 students with meaningful experiences that help them discover their strengths, explore career possibilities, and build a foundation for lifelong success. Through JA programs, students gain the knowledge and skills needed to navigate their futures, regardless of their starting point.

Since 1929, JA New York has delivered an evolving portfolio of experiential learning programs in schools, afterschool settings, and workplaces. Our programs focus on three core pillars: work readiness, financial literacy, and entrepreneurship. Through partnerships with hundreds of businesses and more than 330 schools across the region, we connect students with professionals who bring learning to life and help inspire the next generation of leaders, innovators, and informed citizens.

POSITION DESCRIPTION:

As Programs Manager, you will work effectively with the Senior Director and Senior Manager of the Lower Hudson Valley (LHV) and all JA New York colleagues to increase program quality and achieve our goals of reaching a target number of students within Westchester, Rockland, Orange, and Putnam counties. Additionally, you will maintain, develop, and build relationships with new and existing corporate and community partners.

You will manage a portfolio of volunteer and school accounts 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 in the field running volunteer events and being a visible presence to our partners. You will also 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.

When required, you will be responsible for working with the Development team to ensure grant and sponsorship program requirements are met and accurately reported. Additionally, you will participate in various programmatic and cross functional project initiatives and will be accountable for completing any assigned tasks and deliverables contributing toward team/project/initiative goals.

You will be a productive member of the team, working remotely when not in the field managing events and meeting with corporate partners.

The Program Manager will report directly to the Senior Director, Lower Hudson Valley and Long Island Operations.

Key Areas of Responsibility*:

- **Ensure Quality** – Implement JA programs in alignment with JA New York standards and contribute to a positive experience for educators, volunteers, and students.
- **Support Partner Relationships** – Assist in maintaining relationships with schools, educators, volunteers, and community partners. Support efforts to expand program participation and promote JA opportunities to prospective partners.
- **Contribute to Program Goals** – Support the team in meeting program participation goals and delivering programs that reach students across assigned channels, programs, and/or geographic areas.
- **Coordinate Projects and Events** – Support programmatic projects and help coordinate volunteer, educator, and student participation in JA New York programs and events.
- **Recruit and Train** – Recruitment, onboard, and train educators and volunteers to support program delivery.
- **Maintain Program Data** – Ensure accurate and timely entry of program information in JA New York's database and help maintain records, schedules, and program documentation. Prepare accurate and timely updates and progress reports.
- **Work Collaboratively** – Work with the colleagues across Programs and Development to support sponsorship and grant requirements, including reporting needs.

Position Requirements:

- Bachelor's Degree
- Previous professional experience or equivalent with demonstration of progressive growth and increased responsibilities
- Evidence of strong verbal and written communication skills
- Comfort and demonstrated ability to speak effectively on behalf of JA in public settings with a variety of constituents and stakeholders
- Desire to work with volunteers, schools and educators
- Superior organizational and project management skills
- Strong ability to multi-task and meet deadlines
- Exceptional attention to detail
- Tracking, reporting and meeting defined goals and targets
- Ability to work productively both autonomously and in team settings
- Ability to work productively in a remote work setting
- Team Player with strong interpersonal skills
- This position requires regular travel within Westchester County (and less frequently, Rockland, Orange and Putnam counties). Potential candidates must have reliable transportation, a current driver's license, and a clean driving record

Preferred Qualifications:

- 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
- Prior work experience with schools, after-school organizations, or other non-profit organizations in the education field
- Prior work experience in event management – including both in-person and virtual events
- Familiarity/Experience with use of CRM database platforms or equivalent

Compensation and Required Hours

The role pays \$25 per hour, payable in accordance with JA New York's normal payroll practices and subject to applicable withholdings and deductions. You will be required to work 21 hours per week (3 days). You may be required to work additional hours, as necessary, approved in advance by the JA Senior Director of the Lower Hudson Valley and Long Island.

As a part-time employee, you are not eligible to participate in JA New York's medical, vision, dental, and group term life insurance plan. You will be automatically enrolled in the JA New York 401(K) plan after completing one year of service.

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.

Hybrid Schedule:

Administrative work is primarily performed remotely from a home office. The position also involves regular local travel to schools to oversee and facilitate educational programs, meet with educators and district partners, and visit corporate partners to recruit, train, and support volunteers. Flexibility is needed to staff school events early in the mornings and attend 4-5 fundraising events and staff meetings per year in our NYC office located at 200 W. 41st Street, New York, NY.

Apply by submitting a resume and cover letter detailing your interest in the role and your relevant experience to Catherine Danyko-Sage at cdanyko-sage@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.*