



## **Regional Program Manager, Central WA**

Location: Yakima, Washington

[www.jawashington.org](http://www.jawashington.org)

### **COMPANY SUMMARY:**

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

Junior Achievement of Washington's purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement reaches over 81,000 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 Washington offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

### **Program Manager Job Description:**

The Regional Program Manager, Central Washington is responsible for the implementation and management of all in-school JA programs within the Central Washington region. This includes oversight of program quality and expansion, maintaining strong school relations and verification of program completion. The Regional Program Manager will be responsible for the recruitment, training, and retention of volunteers to teach the JA programs, as well as for recognition of their service. This position is responsible for the management and maintenance of data for the database system in programs. The Regional Program Manager will also be responsible for expanding community awareness of programs, identifying additional sources for volunteer recruitment and funding opportunities. In addition, the Regional Program Manager will market Capstone programs to schools and businesses and support new school and student participation in JA Capstone programs.

This position reports to the Statewide Program Director.

### **Job Duties:**

- Plan, implement, manage daily operations of JA programs
- Assure in-school program quality and expansion
- Teach JA classes as needed (not to exceed 10 classes in a school year)
- Maintain strong school and school district relations
- Develop and deliver JA recruiting presentations both to schools and other community organizations
- Recruit classroom teachers; register requested classes in database and place volunteers
- Secure, vet, and train all volunteers; collect volunteer documents; plan methods of volunteer recognition/awards
- Confirm and verify program completion
- Market Capstone programs in designated regions to school districts, schools, educators, administrators, building coordinators and local area businesses.
- Seek new opportunities to collaborate with agencies and other groups in developing partnerships to increase student participation and awareness in the communities served

- Maintain a presence and market JAWA in community networking events, and via JAWA's digital marketing channels
- Manage and maintain data in database accurately
- Increase public awareness for all in-school and Capstone programs
- Acquire and inventory program materials (kits) to assure quality control/updates
- Assess/evaluate program quality/teacher satisfaction
- Provide ongoing communication regarding programs with statewide program teams
- Participate in continuing program training via webinars, JA Learning Platform, conferences
- Assure all administrative procedures (background checks, volunteer forms, etc.) are implemented
- Complete program end-of-year reports
- Assist in program-related Board Committees to achieve regional goals
- Identify funding opportunities for referral to Special Events and Development Manager
- Assist in developing yearly departmental calendar
- Represent Junior Achievement of Washington to community members
- Other job-related duties as assigned

#### **EDUCATION/EXPERIENCE REQUIRED:**

- Bachelor's degree or equivalent work experience
- Two years general business experience with demonstrated program management abilities.
- Strong oral/written communication, interpersonal, organization/planning and problem-solving skills.
- Familiarity with area schools and school districts, community and businesses.
- Ability to work independently on multiple programs with strict deadlines.

**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

#### **TO APPLY FOR THIS POSITION:**

Submit cover letter and resume to Tamra Meyer, [tamram@jawashington.org](mailto:tamram@jawashington.org).