



JA BizTown Program Manager

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| POSITION TITLE: | JA BizTown Program Manager |
| DEPARTMENT: | Education |
| REPORTS TO: | Sr. Director of Capstone Programs |

OVERVIEW:

Junior Achievement of Central Maryland (JA) inspires and prepares more than 47,000 K-12 youth each year to succeed in a global economy. Junior Achievement's signature capstone program - JA BizTown - provides a signature, hands-on opportunity for 4th-6th graders to experience the world of work. Students take on careers and civic responsibilities during their 'first day on the job' in a fully interactive, 10,000 sq. ft. town.

The Program Manager is responsible for the overall coordination and effectiveness of *JA BizTown* for school systems, teachers, students, volunteers, and funders. This is an outstanding opportunity for a dedicated and organized individual to demonstrate such skills as problem-solving, decision-making, troubleshooting, and communication. The position also recruits schools for participation, fosters strong educator and school system relationships, creates the annual program calendar, and increases public awareness for JA BizTown.

PRIMARY RESPONSIBILITIES:

- Responsible for the day-to-day oversight of JA BizTown which includes managing school visit dates through regular communication with schools, educators, and transportation coordinator.
- Assists P/T staff team to ensure effective visits/simulation experience.
- Oversees annual scheduling and program agreement implementation with schools, and ensures educators are notified and prepared with curriculum and resources prior to JA BizTown visit dates.
- Implements educator trainings virtually and/or in-person during designated district professional development dates and hosts webinars.
- Works with Education team to recruit, secure, and schedule new and returning schools to participate in JA BizTown. Supports the coordination of curriculum delivery in designated counties.
- Ensures completion of necessary educator, student, and volunteer program surveys
- Coordinates and implements curriculum, simulation, and sponsorship changes as needed in JA BizTown and monitors program supplies and inventory.
- Provides customer service and support to all stakeholders that contributes to renewing commitments from existing schools, volunteers, and funders. Ensures completion of requirements for funder stewardship plans.
- Coordinates and manages JA BizTown summer camp program, including participant registration, content development, and recruitment of counselors and volunteers.
- Assists JA team with other programs and events, as needed.

EDUCATION/EXPERIENCE REQUIRED:

- Bachelor's degree or equivalent
- Two or more years program management, non-profit, or administrative experience
- Strong oral and written communication skills, including public speaking and training skills
- Strong interpersonal, organization, planning and problem-solving skills
- Computer literacy in Microsoft Office suite of programs
- Detail-oriented with ability to perform multiple tasks in a fast-paced, changing environment
- Ability to be patient, professional, and communicative with stakeholders from diverse backgrounds

Preferred: Experience working with school districts. Experience with CRM platforms and data entry/tracking. Proven management and leadership qualities.

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 required to be on feet for long periods of time and frequently required to sit and walk; occasionally required to reach with hands and arms; continually required to talk or hear; and occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds). Specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

Salary Range: Based on experience and track record of success. JA offers fully paid health, dental, and life insurance benefits for the individual employee, as well as a generous PTO package and 401K plan.

To Apply: Send cover letter, resume, and references to Jonaye Ford at jford@jmaryland.org.