

## JA BizTown Program Manager – Baltimore, MD

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

### Position Concept

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 4<sup>th</sup>-6<sup>th</sup> 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. Spanish Fluency.

## BEHAVIORAL COMPETENCIES

At Junior Achievement of Central Maryland, we consistently exemplify to each other and to all stakeholders the following interdependent values and associated behaviors. The bedrock for the successful achievement of the JA mission on an ever-increasing basis is a commitment to safeguarding a sound behavioral culture that unleashes our best ideas for the benefit of all stakeholders and the community at large.

- We act with trust, integrity, accountability, and honor in every interaction with each other and our stakeholders no matter the circumstance or situation.
- We operate with a growth mindset and are role models of the sound economic principles we impart to students.
- We are responsible, independent thinkers while realizing the synergies of teamwork create a multiplying effect of sound ideas. We practice collaboration. We invite an understanding of each other's perspectives and work through our differences with the goal of doing what is in the best interest of our organization as opposed to any one individual or group.
- Each staff member strives and achieves professional development by working to grow in skill, knowledge, and maturity.
- Believing in the best in ourselves and others is an inherent part of who we are and is a crucial part of our mission. We positively influence our work environment, both internally and externally. "It is not in my job description," does not exist at our organization.

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

## Organization

Junior Achievement of Central Maryland consists of passionate people who seek to educate and inspire young people to succeed in a global economy. JA reaches students in relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, run their own businesses, and develop readiness for careers and college. JA associates are known for their passion for the JA mission bringing together business and education to work

with students in kindergarten through high school empowering them to own their economic success. Members of the team interact with community leaders who support the JA mission with their time, treasure, and talent. JA offers a collaborative, inclusive work environment, and the opportunity to impact the lives of young people in our community.

JA Contact: Send cover letter and resume to Kim Denis at [kdenis@jmaryland.org](mailto:kdenis@jmaryland.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 required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.