

Junior Achievement of Wisconsin, Inc.
Position Description

Title: Education Manager
Department: South Central Region
Reports to: Regional Director, South Central
Status: Hourly, Part Time, 20 hours/week

POSITION CONCEPT: Junior Achievement of Wisconsin, Inc. is seeking a part time Education Manager to serve teachers and volunteers in the thirteen counties of the South Central Region. This position offers the opportunity to plan and implement JA programming, including developing and maintaining good educator relationships at all levels. Highly visible position in the education and business community, offering the opportunity to add creativity, expertise, and fresh ideas to JA's resource generation efforts. Ideal position for a highly motivated, high-energy professional with sales ability who can meet goals and deadlines. Excellent customer service, communication, and presentation skills are required.

PRIMARY RESPONSIBILITIES:

- Oversee student, educator, and volunteer engagement including classroom recruitment and retention, building and strengthening educator relationships, manage resources, program placement and delivery, volunteer recruitment, retention, and training, and outcome measurement.
- Coordinate programmatic events including participant recruitment and retention, event logistics, program delivery, volunteer engagement, and outcome measurement.
- Represent Junior Achievement and build brand awareness by facilitating introductory and relationship building meetings and/or community events as a representative of JA to increase awareness, and attract students, educators, and volunteers to JA.
- Recommend innovative student, educator, and volunteer engagement strategies which deliver growth and retention.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE REQUIRED:

Bachelor's degree preferred, Associate's degree or experience in the field of education or program management. Good organizational, interpersonal, and presentation skills. Demonstrated sales and marketing ability. Strong communication and problem-solving skills. Proficiency in computer skills (Microsoft Office) and data management. Capable of working independently. Ability to prioritize tasks. Competency in or willingness to learn computer-based programs. Must have valid Wisconsin Driver's License and dependable transportation.

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 lbs.), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

The above position description is not all inclusive and is not an implied contract of duties performed. It is a general overview of position responsibilities.