



Position: JA Workforce Coaching Manager

Reports to: VP of Education

Department: Program Team

Location: Hybrid (Bay Area)

FTE Status: Hourly (non-exempt)

Salary Range: \$26-31/hour

About the Organization and How this Position Ties Into It:

Are you passionate about inspiring youth to succeed? Do you love working with volunteers and community partners to bring engaging mentoring and learning experiences to youth ages 16-25?

Do you want to work in a flexible environment with colleagues who understand that sometimes life happens between 9 am-5pm?

If you answered yes to any of those questions, we have an amazing opportunity for you to be part of a global mission to inspire the next generation of leaders and put them on the path to thriving careers and greater economic success.

We are one of over 100 Junior Achievement chapters in the U.S. and we are part of the global family of Junior Achievement Worldwide, giving incredible opportunity for long-term growth within our organization. Our mission is to inspire and prepare young people to succeed in a global economy, and we partner with tons of really cool companies to connect mentors with youth who have questions about their future. JA NorCal operates in the greater San Francisco Bay Area, Central Coast, and Central Valley.

About JA Workforce Coaching: Our JA Workforce Coaching Program is designed to empower young adults by providing personalized career guidance and skill development through a structured, research-based approach. Participants engage in one-on-one, virtual coaching sessions, supplemented by digital resources and interactive modules, to develop transferable skills, build a professional portfolio, and create actionable career plans. Volunteer coaches, trained through a comprehensive, self-paced curriculum, support participants in navigating complex career decisions and achieving their goals. This program emphasizes continuous reflection and adaptation, ensuring participants are well-prepared to succeed in the dynamic and ever-changing modern workforce.

Position Summary: The JA Workforce Manager, through a variety of collaborative community relationships, will ensure the program meets its goals, aligns with organizational objectives, and complies with grant requirements.

Why You'll Love This Job:

- Work with an innovative, mission-driven team passionate about empowering youth.
- Lead community-driven initiatives that open doors for young people across the Bay Area and beyond.
- Collaborate with key partners in education, business, and the community to drive real change.
- Enjoy a flexible, supportive work environment that respects your time and commitments.

Primary Responsibilities:

Stakeholder Engagement:

- Collaborate with community partners, employers, schools, and funders to recruit and register participants and volunteer coaches and secure work and educational experiences
- Continually support partnering organizations to maximize enrollment, retention and workplace success.
- Represent JA NorCal at community events, meetings, and conferences to promote the JA Workforce Coaching Program

Grant Compliance and Reporting:

- Ensure program activities align with the goals and requirements set forth by the U.S. Department of Labor.
- Prepare and submit timely, accurate reports on program progress, outcomes, and financial expenditures.
- Maintain comprehensive records and documentation to support grant audits and evaluations.

Program Development and Improvement:

- Assist in orienting all constituents to program platforms.
- Work with the Junior Achievement USA team to develop and refine curriculum and coaching.
- In collaboration with program partners, identify and address any barriers to participant success. Provide continual support to partners.
- Provide ongoing support & training for volunteers, coaches, and employers.
- Attend JA USA DOL Collaborative Meeting and Training

Budget and Financial Management:

- Monitor expenditures to ensure the program operates within budget constraints.

Data Collection and Analysis:

- Ensure the collection of participants and other data required for the program.
- Oversee the collection of program data to track participant progress, program outcomes, and impact

Additional Responsibilities:

- Attend in-person programs and events to welcome volunteers, students, and participants and recognize educators or JA NorCal Partners.
- Other projects as required, including occasional event support on weeknights, weekends, and holidays.
- Support general program duties and other duties as assigned by your manager.

Qualifications:

- Passion for JA's Mission and Commitment to Equity
- Positivity, optimism, and a solutions-oriented mindset
- Commitment to healthy and professional communication to form trusting relationships, to collaborate, offer feedback and guidance, and to motivate and inspire others.

- Commitment to working with at-risk students and families from historically marginalized communities that have been systemically underserved.
- Excellent verbal and written communication skills
- Extreme flexibility, strong work ethic and an entrepreneurial spirit to accommodate joining a growing and constantly improving team.
- Self-starter, comfortable in a fast-paced, entrepreneurial environment.
- Ability to self-direct and prioritize competing goals and to initiate process improvements.
- Goal-oriented, with strong initiative and creative problem-solving skills.
- Excellent interpersonal skills: ability to work with a wide range of people including teachers, counselors, parents, students, and administration teams
- Proficiency in MS Office (Word, Excel, Outlook).
- Knowledge of Zoom, MS Teams and other virtual communication platforms.
- Driver's License and reliable transportation.

Preferred Qualifications:

- Bachelor's degree in education, social work, business administration, or a related field
- Minimum of 2 years of experience in program management, community development, Career development, or a related area.
- Experience working with BIPOC Communities
- Experience in Youth Development and/or Workforce Development
- Experience with Blackbaud or another CRM, including report generation.
- Knowledge of California K-12 education system
- Bi-lingual ability (Spanish/English) preferred.

Our Commitment to Equity

Junior Achievement is committed to creating a more equitable and just tomorrow by promoting economic empowerment through our programs. We prioritize:

- Creating an inclusive and diverse future workforce by introducing students to the transformative power of career exploration and planning.
- Leveraging technology to maximize reach and impact by investing in innovative digital learning experiences to increase student opportunities.
- Addressing the racial, ethnic, and gender wealth gaps by teaching financial strategies to empower students to engage in the economy fully.
- Developing young entrepreneurs by connecting students and business volunteers to instill entrepreneurial and intrapreneurial mindsets.

Physical Requirements:

The physical demands described below represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodation may be provided to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is frequently required to sit and walk; occasionally required to reach with hands and arms; continually needed to talk or hear; occasionally required to bend, lift, or climb; frequently required to lift and carry light weights (25-50 pounds.) Specific vision abilities required include close vision, distance vision, and the ability to adjust or focus.

Compensation And Benefits

- This is an Hourly, Non-Exempt, Full-time position
- Compensation range: \$26-31/hour
- You will accrue 2 weeks (80 hours) of vacation per year
- Junior Achievement of Northern California currently observes 12 holidays, grants up to five sick days, and offers two personal days per Calendar year.
- Currently, we provide single Medical, Dental, and Vision insurance and group term life insurance through Blue Shield or Kaiser Benefits Plan. Some of the plans are 100% paid by the employer.
- JA NorCal also participates in a 401 K plan with a 3% employer contribution.
- Bonuses available based on year-end surplus

Diversity Statement: At Junior Achievement of Northern California, we are committed to fostering a diverse, inclusive, and equitable work environment. We believe that diversity in all its forms strengthens our organization, drives innovation, and enhances our ability to deliver impactful programs to the communities we serve. We actively seek to recruit, develop, and retain a talented and diverse workforce that reflects the diversity of the students, educators, and volunteers we engage with. We encourage applicants from all backgrounds, identities, and experiences to apply, including those who may not possess every listed qualification but demonstrate a strong passion for our mission and a willingness to learn and grow.

TO APPLY:

Please send your resume and optional cover letter to Janet Money at jmoney@janorcal.org, with “Workforce Coaching Manager “ in the subject line.