

Position: Program Associate, Central Valley
Reports to: Managing Director
Department: Program
Location: Remote, Central Valley
FTE Status: Part-time Non-exempt
Salary Range: \$25-\$30/hr DOE
Term : Seasonal (September-June)

About The Position:

Reporting to the Managing Director, this part-time, remote position will assist in program implementation in the Central Valley region with particular emphasis on volunteer and educator training, support, and recognition. The Program Associate will support the efforts of the FT Sr. Program Manager to fulfill the annual program implementation goals for the Central Valley region. The Program Associate must maintain the organization's high standard of quality, ensure adherence to Junior Achievement's program implementation standards, and develop and maintain positive relationships with educators and community partners.

The Program Associate will be organized and detail-oriented and will strive to provide high-quality work and meet deadlines while building effective relationships with colleagues. The Program Associate will possess a friendly, professional demeanor, a positive attitude, and the ability to work independently. The Program Associate will work 20-30 hours per week September-June. Occasionally, additional hours may be required on a temporary basis.

Primary Responsibilities:

- Recruit volunteers in the community and with local corporate partners.
- Promote JA partnership opportunities with the local education community (e-mail outreach, tabling, delivering virtual and in-person presentations.)
- Organize and implement effective volunteer orientations and trainings, in accordance with JA USA and JA NorCal standards.
- Develop and maintain relationships with corporate, community and non-profit partners.
- Manage program material inventory.
- Work collaboratively with other departments to ensure timely event follow-up and community partner recognition.
- Develop and maintain a strong understanding of new and existing JA curricula, programs and resources.
- Manage general records and correspondence with volunteers, file class registration forms, communicate with marketing on volunteer needs, and supervise procurement and delivery of all program materials.
- Gather and accurately record program participation data.
- Support general program duties and other duties as assigned by the Managing Director and/or the Sr. Program Manager.

Additional Responsibilities:

- Assess program quality and impact through educator, volunteer, and student surveys.
- Assist with student recognition (e.g. badging, event speakers, awards and scholarships)
- Attend in-person programs and events to welcome volunteers, recognize educators, and otherwise represent JA NorCal in the Central Valley region.
- Assist program-related Board committees in carrying out their specific functions. Prepare materials for Board and Committee meetings.
- Assist Sr. Program Manager in planning and leading Advisory Board meetings. Assist in recruitment and support of local Central Valley Advisory Board members.
- Other projects as required, including occasional event support on weeknights, weekends, and holidays.

Qualifications:

- Proficiency in MS Office (Word, Excel, Outlook)
- Excellent verbal and written communication skills
- Ability to independently draft professional correspondence
- Ability to organize and prioritize work
- Detail-oriented approach
- Flexibility with changing priorities
- Driver's License and reliable transportation
- High School Diploma required. Additional post-secondary education preferred.

Preferred Qualifications:

- Experience with Salesforce, Blackbaud or another CRM, including report generation
- Knowledge of Zoom and other virtual communication platforms
- Knowledge of California K-12 education system
- Bi-lingual ability (Spanish/English) preferred.

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.) Specific vision abilities required include: close vision, distance vision, and ability to adjust or focus.

Compensation And Benefits

- This is a non-exempt, part-time seasonal position that follows the academic year.
- Compensation range: \$25-\$30/hr DOE

Application Process

Please send your resume and optional cover letter to Janet Money at jmoney@janorcal.org with Program Associate in the subject line.

Junior Achievement respects diversity and accordingly are an equal opportunity employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and related medical conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service or veteran status, physical or mental disability, protected medical condition as defined by applicable state or local law, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. The management team is dedicated to ensuring the fulfillment of this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment, layoff, and termination.