

**Position:** Program Associate  
**Reports to:** Head of Future Bound Experiences  
**Department:** Program Team  
**Location:** Oakland (Hybrid-Walnut Creek)  
**FTE Status:** Part-time Non-exempt  
**Salary Range:** \$23-\$27/hour

**Are you passionate about inspiring young people to dream big and plan for their future?**

Do you thrive in mission-driven environments and love working with volunteers, schools, and community partners? Are you looking for a flexible, part-time role where your work makes a meaningful impact?

If so, we'd love to meet you!

**About Junior Achievement of Northern California (JA NorCal)**

Junior Achievement of Northern California (JA NorCal), believes every young person deserves the opportunity to succeed, regardless of their background. As part of a global network, we bring hands-on learning experiences to students that help them build financial literacy, explore careers, and develop the confidence to take charge of their future.

This position plays a vital role in delivering JA's mission in the East Bay (Alameda and Contra Costa County). You'll be part of a supportive team that works collaboratively with educators, volunteers, and corporate partners to connect students with real-world learning that opens doors and changes lives.

We serve various counties across Northern California and we're proud to be one of 99 JA chapters in the U.S. As part of JA Worldwide, you'll also have access to a global network and long-term career opportunities.

Join us in preparing the next generation to succeed in work and life starting in your own community.

**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 opportunities for students.
- Addressing the racial, ethnic, and gender wealth gaps by teaching financial strategies to empower students to be fully engaged in the economy.
- Developing young entrepreneurs by connecting students and business volunteers to instill entrepreneurial and intrapreneurial mindsets.

**About The Position:**

This part-time position will assist in program implementation in East Bay (Alameda and Contra Costa Counties) with particular emphasis on volunteer and educator training, support, and recognition. 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 up to 25 hours per week.** Occasionally, additional hours may be required on a temporary basis.

**Primary Responsibilities:**

- Develop and build relationships with local education partners (Oakland) to promote JA program opportunities(phone, in-person meetings, e-mail outreach, tabling, delivering virtual presentations).
- Recruit volunteers in the community and with local corporate partners by attending networking events, lunch and learns, email outreach etc.
- Organize and implement effective volunteer & educator orientations and training, in accordance with JA USA and JA NorCal standards.
- Develop and maintain relationships with corporate, community and non-profit partners.
- 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.
- Maintain 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.

**Additional Responsibilities:**

- Support assessment of program quality and impact through educator, volunteer, and student surveys.
- Assist with local student recruitment (e.g. JA Company Program)
- Assist other JA programs as required, including occasional event support on weeknights, weekends, and holidays.

**Qualifications**

- Passion for JA's mission and a strong commitment to equity and educational access.
- Positive, solutions-oriented, and collaborative mindset with strong communication skills.
- The ability to build trust and effectively engage with students, families, and partners from historically marginalized communities.
- Self-starter with strong organizational skills, able to prioritize.
- Creative, problem-solver with a goal-oriented approach, and strong interpersonal skills.
- Proficient in Microsoft Office, Zoom, and virtual collaboration tools.
- Valid driver's license and reliable transportation.
- High school diploma required.

**Preferred**

- Experience with BIPOC communities, youth development, or workforce programs.
- Familiarity with the California K–12 education system.
- Bilingual (Spanish/English) a plus

**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 accommodation 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: \$23-\$27/hr. DOE

*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.*