



**Position:** Program Manager, East Bay  
**Reports to:** Senior Program Manager  
**Department:** Program Team  
**Location:** Hybrid  
**FTE Status:** Part-time (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 5-25?

If you answered yes to any of those questions, we have an amazing opportunity for you. As a Program Manager, you will be part of a global mission to inspire the next generation of leaders, putting them on the path to thriving careers and greater economic success. Your role will be instrumental in this mission, making a significant impact LOCALLY here in East Bay, (Oakland and surrounding cities in Alameda County). We would love to talk to you about this position, which is directly tied to our mission of inspiring and preparing young people to succeed in a global economy.

We are one of over 100 Junior Achievement chapters in the U.S. and part of the global family of Junior Achievement Worldwide, giving incredible opportunities 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 is headquartered in the San Francisco Bay Area and operates in 24 counties throughout the state. Through our network of education partners, JA NorCal provides 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.

**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.

**About The Position:**

Reporting to the Senior Program Manager, the Program Manager will work 10-20 hours per week January-June. Occasionally, additional hours may be required on a temporary basis.

The Program Manager will manage programs and support partnerships primarily in Oakland and additional cities in Alameda County. Specific communities vary by year based on multiple factors. This role will particularly emphasize educator support and volunteer recruiting, training, placement, and recognition. The Program Manager must maintain the organization's high-quality standard, ensure adherence to Junior Achievement's program implementation standards, and develop and maintain positive relationships with

educators and community partners.

The Program Manager will be organized and detail-oriented, striving to provide high-quality work and meet deadlines while building effective relationships with colleagues. The Program Manager will possess a friendly, professional demeanor, a positive attitude, and the ability to work independently.

#### **Primary Responsibilities:**

- **Program/Event Management:** Manages and implements programs (JA Learning Experiences) and student events according to our market's Strategic Plan (Job Shadows, Student Summits, etc.).
- **Volunteer Management:** Manages programs with a strong emphasis on volunteer recruitment, training, placement, support, and recognition.
- **Volunteer & Educator Training:** Organize and implement effective volunteer and educator orientations and training in accordance with JA USA and JA NorCal standards.
- **Excellent Customer Service:** Builds and maintains strong relationships with educators, community members, and additional key stakeholders.
- **Community Outreach & Partnerships:** Identify and develop key partnerships with corporate, community, and non-profit partners to support us in achieving our program goals.
- **Fundraising Support:** In cooperation with the Senior Program Manager and the JA leadership team, support the development team in securing funding for the East Bay region.
- **Regional Advisory Board:** Assist the Executive Director of SF in planning and leading Advisory Board meetings.

#### **Additional Responsibilities:**

- Assess program quality and impact through educator, volunteer, and student surveys.
- Attend in-person programs and events to welcome volunteers, recognize educators, and represent JA NorCal in the East Bay.
- 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.
- Prepare materials for Board and Committee meetings. Work with the Senior Program Manager to engage local advisory board members in East Bay programs and events.
- 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 systematically 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.
- High School Diploma required. Additional post-secondary education is preferred.

**Preferred Qualifications:**

- 2-3 years of work experience in a similar role
- Bachelor's Degree Preferred
- 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.

**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 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 an Hourly, Non-Exempt part-time position
- Compensation range: \$26-31/hour
- Sick time available as per California EDD

**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](mailto:jmoney@janorcal.org) with "Program Manager" in the subject line.