

Position: Education Program Manager
Reports to: Managing Director, East/South Bay & Head of Future Bound Experiences
Department: Program
Location: Oakland, CA
FTE Status: Full Time
Salary Range: \$70,000-\$75,000 DOE

About The Position:

The Education Program Manager oversees the delivery of Junior Achievement programs through partnerships with schools, educators, volunteers, and community stakeholders. This role is responsible for managing programs and events, coordinating volunteer engagement, ensuring program quality and fidelity, supporting program growth, and cultivating positive relationships that drive successful student outcomes in Oakland and the surrounding cities. As a key member of the Programs team, the Education Program Manager ensures effective program implementation and stakeholder engagement across the Oakland community.

Primary Responsibilities:

- Manage volunteers throughout the year.
- Oversee existing education partners and expand high school learning experiences according to the strategic plan.
- Collaborate with community partners to align JA programming with the needs and goals of their students.
- Build and maintain external relationships through networking to foster connections, regular communication, and personalized outreach with district administration, schools, educators, business partners, and sponsors.
- Recruit and retain schools, business/community partners, educators, and volunteers to support program implementation.
- Monitor program quality, provide training, and support to education partners and volunteers.
- Evaluate program effectiveness by collecting data, tracking KPIs, and reporting on successes.
- Provide feedback, program materials, and resources to volunteers, schools, and educators.
- Work in partnership with the Marketing Manager to develop and assist with program collateral, including social media content.
- Ensure all program data is current and accurate.
- Perform other related duties as assigned.

Qualifications:

- Bachelor's degree in business administration, education, or a related field.
- Minimum of 2 years' experience in education, sales, recruitment, or a related field.
- Experience with curriculum writing is a plus.
- Proven ability to build and sustain relationships with diverse stakeholders.
- Proficiency in Microsoft 365.
- Strong technical knowledge and skills.
- Passion for JA's mission and eagerness to learn program details.
- Demonstrated leadership and ability to maintain confidentiality.
- Valid CA State driver's license, insurance, and access to an employee vehicle required.

Preferred Qualifications:

- Familiarity with the education community and organizations.
- Knowledge of Zoom and other virtual communication platforms
- Knowledge of the local business community.
- Project management experience is preferred, with the ability to multitask.

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

- Medical, dental, and vision insurance available through Blue Shield or Kaiser
- Some plans are 100% employer-paid
- 401(k) plan with 3% employer contribution
- Accrual of 80 hours (2 weeks) of vacation per year
- Holidays and Leave: 12 paid holidays annually, up to 5 paid sick days per year, 2 personal days per year, week of Thanksgiving off, week of Christmas to New Years Day off, Half-day Fridays in July and August
- Vacation carryover allowed up to 1.5 times annual accrual (maximum 120 hours)
- Performance-based bonuses may be available, subject to year-end surplus

Application Process

Please send your resume and cover letter to Ruby Damian at rdamian@janorcal.org with Education Program Manager 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.