



Position Overview

Position: Program Manager

Reports to: Head- Future Bound Experiences

Department: Program Team

Location: Oakland and/or Fremont, CA / Hybrid

FTE Status: Full Time, Exempt

Salary: \$70,000 - \$75,000 DOE

Start Date: August 2026

About the Organization and Role

Are you passionate about inspiring youth to succeed? Do you enjoy collaborating with volunteers and community partners to deliver engaging mentoring and learning experiences for youth ages 5-25?

As a Program Manager, you will play a vital role in advancing financial education and economic empowerment for low-income youth, helping them embark on paths to successful careers and greater economic independence. This position is crucial to our mission and involves implementing programs throughout the SF Bay Area.

Junior Achievement of Northern California is one of nearly 100 Junior Achievement markets in the U.S. and a member of the global Junior Achievement Worldwide family, providing opportunities for long-term growth within our organization. Our mission is to inspire and prepare young people for success in a global economy. Headquartered in the San Francisco Bay Area, JA NorCal operates in 26 counties across the state. Through our network of education partners, we offer relevant, hands-on learning experiences that help young people manage their finances, plan for their economic futures, run businesses, and develop essential skills for college and career readiness.

The Program Manager will be based in Fremont or Oakland, collaborating with the JA NorCal program team to deliver learning programs primarily in the South Bay.

Commitment to Equity

Junior Achievement is dedicated to promoting economic empowerment and a more equitable and just future through our programs. We focus on:

- Fostering an inclusive and diverse future workforce by introducing students to career exploration and planning.
- Leveraging technology to expand reach and impact through innovative digital learning experiences.
- Addressing racial, ethnic, and gender wealth gaps by teaching financial strategies and empowering students to participate fully in the economy.
- Developing young entrepreneurs by connecting students with business volunteers to cultivate entrepreneurial and intrapreneurial mindsets.

About the Position

The Education Program Manager oversees the implementation of Junior Achievement's programs through community and school partnerships. This role is focused on developing relationships with schools, educators, stakeholders, and volunteers, as well as engaging with the community. The Educational Program Manager manages programs and events, coordinates the activities of volunteers, stakeholders, and educators, maintains quality standards, ensures adherence to program models and expansion, and fosters positive relationships with educators at all levels. As a key member of the Programs team, the Program Manager ensures successful program delivery and cultivates important relationships.

Key Responsibilities

- Manage volunteers throughout the year.
- Oversee existing education partners and expand high school learning experiences according to the

Vision 2028 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, regular communication, and personalized outreach with district administration, schools, educators, business partners, and sponsors. Participate in relevant networking groups to foster connections.
- Recruit and retain schools, business/community partners, educators, volunteers, and mentors to support program implementation.
- Monitor program quality and provide high-quality training and support.
- Evaluate program effectiveness by collecting data, tracking KPIs, and reporting on successes and areas for improvement.
- Provide feedback, program materials, and resources to volunteers, schools, and educators.
- Organize and conduct training sessions for volunteers, educators, and staff.
- 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.
- Preferred familiarity with the education community and organizations.
- Proven ability to build and sustain relationships with diverse stakeholders.
- Proficiency in Microsoft 365 and Google.
- Strong technical knowledge and skills.
- Knowledge of the local business community.
- Project management experience is preferred, with the ability to multitask.
- 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.
- Ability to meet physical requirements including standing, sitting, walking, driving, reaching, bending, lifting, and climbing, as well as lifting up to 25 pounds at times.

Compensation and Benefits

Paid Time Off

- Accrual of 80 hours (2 weeks) of vacation per year
- Vacation carryover allowed up to 1.5 times annual accrual (maximum 120 hours)

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 off
- Half-day Fridays in July and August

Health and Insurance Benefits

- Medical, dental, and vision insurance available through Blue Shield or Kaiser
- Some plans are 100% employer-paid

Retirement

- 401(k) plan with 3% employer contribution

Bonuses

- Performance-based bonuses may be available, subject to year-end surplus

Diversity Statement

At Junior Achievement of Northern California, we are dedicated to fostering a diverse, inclusive, and equitable workplace. We believe that diversity in all its forms strengthens our organization, drives innovation, and enhances our capacity 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 our students, educators, and volunteers. Applicants from all backgrounds, identities, and experiences are encouraged to apply, including those who may not meet every qualification but have a strong passion for our mission and a willingness to learn and grow.

Application Instructions

To apply, please send your resume and cover letter to Janet Money at jmoney@janorcal.org with “Program Manager” in the subject line.