



In-School Program Manager

Carroll, Cass, Fulton, Miami, and White Counties

COMPANY SUMMARY:

Junior Achievement of Northern Indiana's (JANI) purpose is to inspire and prepare youth to achieve economic freedom through financial literacy, work and career readiness, and entrepreneurial experiences.

JANI seeks candidates that are passionate in their work, committed to excellence, have a high level of integrity, value relationships, and believe in the power of collaboration.

POSITION:

The In-School Program Manager assures quality and effectiveness of in-school program delivery, manages educator and volunteer experiences, and ensures all program activities meet quality and program implementation models and standards. **This position is 28 hours per week both in-office and remote options. This position responsible for in-school programming for Carroll, Cass, Fulton, Miami, and White Counties.**

PRIMARY RESPONSIBILITIES:

- ☐ Collaborate with the Development Director, Experiential Learning Center Manager, and board to identify appropriate program offerings for the area.
- ☐ Renew school/educator commitments and recruit new schools as needed. Coordinate with educators to schedule the delivery of programs.
- ☐ Identify, recruit, train, and coordinate the volunteer experience.
- ☐ Implement orientation/training programs. Secure location, schedule attendees, provide program materials and resources to volunteers and teachers.
- ☐ Assure quality of program through phone calls, emails, class monitoring, participant servicing, and evaluation instruments.
- ☐ Implement volunteer and educator appreciation opportunities.
- ☐ Ensure program quality and adherence to JA USA implementation standards during classroom experiences
- ☐ Collaborate with Development Director to ensure grant and sponsorship promises are fulfilled.
- ☐ Provide a high quality of customer service and support to all stakeholders involved in the program.
- ☐ Submit data for class verification in by deadlines.
- ☐ Meet with In-School Program team on a regular basis.
- ☐ Attend fundraising events in Carroll, Cass, Fulton, Miami and White Counties as needed.
- ☐ Work with Development Director on the preparation of monthly board meetings.
- ☐ Attend board meetings as needed.
- ☐ Other duties as assigned; including some early mornings, weeknights, and weekends.

SKILLS:

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| <input type="checkbox"/> Excellent communication skills | <input type="checkbox"/> Proven excellent reasoning and judgement |
| <input type="checkbox"/> Ability to manage multiple priorities | <input type="checkbox"/> Ability to work in a team environment |
| <input type="checkbox"/> Organized and detail oriented | <input type="checkbox"/> Ability to meet new people and build rapport easily |
| <input type="checkbox"/> Advanced computer skills | <input type="checkbox"/> Self-motivated |
| <input type="checkbox"/> Strong problem-solving abilities | <input type="checkbox"/> Ability to discover new opportunities |

EDUCATION/EXPERIENCE:

- ☐ A Bachelor's degree or equivalent experience preferred.
- ☐ Previous volunteer recruitment and/or sales experience preferred.
- ☐ Previous experience in education a plus.

Please email cover letter with resume or direct any questions about the position to:

Hayli Beck | Vice President of In-School Programs

Junior Achievement of Northern Indiana

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