



Job Title: Program Manager  
Reports to: Director of Education & Community Engagement  
Location: Nashville, TN  
FTE Status: Full Time, 40 hours, generally 8:00am-5:00pm  
Compensation: \$55,000-60,000 depending upon experience, paid time off, generous health benefits, 401k match

## COMPANY SUMMARY

Junior Achievement of Middle Tennessee (JAMT) helps inspire and prepare young people to succeed in today's global economy. JAMT connects schools and businesses through hands-on programs that teach students about business, entrepreneurship, financial literacy, career readiness, and civic responsibility. Through these programs, JAMT works to reach several important goals:

- To motivate and inspire students to see why education matters and help them make smart choices about their future education and careers.
- To teach students the skills needed to be successful in any job, such as problem-solving, creativity, and teamwork, while encouraging innovative and entrepreneurial thinking.
- To develop financially literate youth so they can make responsible financial decisions as adults.
- To increase student understanding and appreciation of their civic rights and responsibilities to contribute to their communities.

Junior Achievement of Middle Tennessee is a local affiliate of JA USA, the nation's oldest and largest economic education organization with over 105 years of experience. The organization supports programs across 23 counties.

## POSITION CONCEPT

The Program Manager is responsible for the planning, coordination, and execution of Junior Achievement's middle and high school programs. This role ensures high-quality program delivery, cultivates relationships with schools and volunteers, and supports the organization's mission to empower young people to own their economic success.

The ideal candidate is organized, friendly, and enjoys working with people. They should feel comfortable handling many schedules and tasks in a fast-paced nonprofit environment.

## PRIMARY RESPONSIBILITIES

### Program Implementation & Management

- Oversee the delivery of assigned JA programs ("learning experiences")
- Onboard, train and support educators and volunteers implementing JA programs

- Create and give presentations to schools, educators, and volunteers on JA learning experiences
- Monitor program quality and fidelity through classroom visits, teacher/volunteer feedback and data tracking.
- Maintain accurate records of program activity in CRM system.
- Oversee ordering, delivery, and distribution of program materials.
- Plan and execute student events, including JA Titan Competition and JA Stock Market Challenge.

### **Relationship Management**

- Build and maintain strong strategic relationship with educators, school administrators and community partners
- Recruit, train and support educators and/or volunteers to ensure successful program facilitation and renewal of program participation
- Represent JA at community events, school meetings and volunteer fairs

### **Data & Reporting**

- Track program metrics and outcomes for internal reporting and grant compliance
- Work with education team to align program goals with organizational strategy

### **Evaluation & Improvement**

- Help evaluate programs and identify ways to improve quality
- Use feedback to increase educator and volunteer retention and ensure programs follow required standards

### **Other Duties**

- Assist with special projects, events, fundraisers, and other duties as needed

### **QUALIFICATIONS & SKILLS**

- Bachelor's degree in education, nonprofit management, business, or a related field.
- Two to three years of related work experience in program coordination, education, youth development.
- Strong organizational and time-management skills.
- Excellent verbal and written communication and interpersonal skills.
- Experience working effectively in a fast-paced environment.
- Strong customer service and project management skills.
- Ability to work independently and collaboratively .
- Valid Driver's License and reliable vehicle.
- Proficiency in Microsoft Office and CRM systems.

This job description is meant to provide a general overview of the responsibilities and qualifications for a Program Manager role. Specific duties and requirements may vary depending on the organization and its needs.

#### EEO POLICY

JA of Middle Tennessee's success depends on our ability to create a diverse, equitable, and inclusive environment. We are committed to attracting, developing, retaining, and promoting a diverse workforce and infusing DE&I throughout our internal practices. Every JA USA employee brings unique talents to our work. We encourage people from underrepresented backgrounds and all walks of life to apply.

#### BACKGROUND CHECK

This position is subject to the successful completion of a background check and verification of educational credentials listed on the applicant's résumé.

**ADDITIONAL INFORMATION** This position description does not state or imply that these are the only duties to be performed by the employee. This document does not create an employment contract, implied or otherwise, beyond an at-will relationship.

**HOW TO APPLY** To apply, please send your résumé and cover letter—including a paragraph about why you are interested in this job and the unique skills you bring—to the Director of Education & Community Engagement at [JAMT\\_hr@janash.com](mailto:JAMT_hr@janash.com). Incomplete applications will not be considered.