



**Junior  
Achievement™**



**Job Title:** Program Manager  
**Reports to:** Sr. Director of Operations & Programs  
**Location:** Murfreesboro, TN  
**FTE Status:** Full Time, 40 hours, generally 8:00am-5:00pm  
**Compensation:** \$49,000 - \$53,000 depending upon experience, paid time off, health benefits, 401k

### **COMPANY SUMMARY:**

Junior Achievement: Empowering young people to own their economic success®

At Junior Achievement, we give young people the knowledge and skills they need to own their economic success, plan for their future, and make smart academic and economic choices. Our corporate and community volunteers deliver relevant, hands-on experiences that give students from kindergarten through high school knowledge and skills in financial literacy, work readiness, and entrepreneurship. JA programs empower students to make a connection between what they learn in school and how it can be applied in the real world – enhancing the relevance of their classroom learning and increasing their understanding of the value of staying in school.

Junior Achievement associates are known for their passion for the JA mission that brings together business and education to work with students in kindergarten through high school so they are empowered to own their economic success. Members of the JA team interact with community leaders who support JA with their time, treasure, and talent. Junior Achievement of Middle Tennessee offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

JA of Middle TN is an equal opportunity employer. We prohibit discrimination and harassment based on race, color, creed, religion, gender, national origin, citizenship, age, pregnancy, marital status, disability, genetic factor, sexual orientation, application or membership (current or past) in the uniformed services, public assistance status or any other classification protected by federal, state, or local laws. This applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training

### **POSITION CONCEPT:**

The Program Manager is an integral part of the delivery of the JA mission and manages programs with particular emphasis on teacher and volunteer recruiting, training, placement, support, and recognition. This role facilitates the activities of consultants and teachers, upholds quality standards for the organization, assures adherence to program models and program expansion in line with strategic goals of organization, and develops and maintains good educator relationships at all levels. Program Managers are part of a team responsible for delivery of programs within a 22 county geographic area. This position will be located in Murfreesboro and responsible for southern counties, including Rutherford, Coffee, Franklin, Cannon, Bedford, Warren and southern Wilson.

## **PRIMARY RESPONSIBILITIES:**

- Develop and maintain educator relationships. Actively recruit and renew commitments of schools/teachers. Develop and deliver presentations to schools/teachers.
- Actively recruit new and existing community volunteers to meet program goals. Work with coordinators from area companies and organizations. Develop and deliver recruiting presentations. Train new volunteers.
- Continually provide excellent customer service through feedback, support and resources to volunteers and teachers throughout the school year. Ensure program quality through phone calls and/or emails to both parties. Maintain and cultivate long-term volunteer and company relationships.
- Maintain regular contact with assigned company connections. Identify and cultivate new company connections
- Research new avenues for volunteers to meet demands for programs. Organize and implement volunteer orientations.
- Develop and implement recognition programs that are of interest and value to participants, including events, scholarships, awards, and gifts.
- Maintain strong understanding of new and existing program offerings.
- Handle general records and correspondence with volunteers and prospects, file class registration forms, communicate with marketing on volunteer needs, and supervise procurement and delivery of all program materials.
- Implement evaluation process and quality improvement to increase retention of volunteers and to assure fidelity to program implementation standards.
- Assist in other duties as needed including special projects, special events, and fundraisers.

## **EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree in related field or equivalent combination of education and experience.

Computer literacy, including proficiency in Microsoft Office. Prior knowledge of databases and CRM tools preferred.

Strong oral/written communication skills with proven ability to organize and prioritize multiple tasks.

Ability to recruit, build and sustain relationships. Recruiting and/or Sales experience a plus.

Proven record of success engaging and collaborating with people from diverse socio-economic, race and cultural backgrounds. Experience with Diversity, Equity, and Inclusion.

Demonstrated ability to organize and prioritize multiple tasks. Project Management experience.

Knowledge of the education community and organizations.

Reliable transportation required.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other reasonable job-related duties required by their team lead. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

## **HOW TO APPLY**

To apply for this position, please send resume with cover letter, including a paragraph about why you are interested in this job and what unique skills you bring, to [racheld@janash.com](mailto:racheld@janash.com). Include "Rutherford County Program Manager" in the subject line.