



## Job Opportunity

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<b>Position Title:</b>	Manager, Career Pathways Coaching Program
<b>Classification:</b>	Full-Time/non-exempt
<b>Salary Range:</b>	\$50,000 to \$55,000
<b>Reports To:</b>	President
<b>City, State:</b>	Amherst, NY
<b>Date Posted:</b>	September 9, 2024
<b>Application Deadline:</b>	September 20, 2024

**About Junior Achievement:** Junior Achievement is the nation's largest organization dedicated to giving young people the knowledge and skills they need to own their economic success, plan for their futures, and make smart academic and economic choices. Junior Achievement's programs—in the core content areas of work readiness, entrepreneurship, and financial literacy—ignite the spark in young people to experience and realize the opportunities and realities of work and life in the 21st century.

**About Career Pathways Coaching Program:** Our Career Pathways Coaching Program is designed to empower young adults by providing personalized career guidance and skill development through a structured, research-based approach. Participants engage in one-on-one, virtual coaching sessions, supplemented by digital resources and interactive modules, to develop transferable skills, build a professional portfolio, and create actionable career plans. Volunteer coaches, trained through a comprehensive, self-paced curriculum, support participants in navigating complex career decisions and achieving their goals. This program emphasizes continuous reflection and adaptation, ensuring participants are well-prepared to succeed in the dynamic and ever-changing modern workforce.

**Position Summary:** The Manager, through a variety of collaborative community relationships, will ensure the program meets its goals, aligns with organizational objectives, and complies with grant requirements.

### **Primary Responsibilities:**

#### 1. Stakeholder Engagement:

- Collaborate with community partners, employers, schools, and funders to recruit and register participants and volunteer coaches and secure work and educational experiences.

- Continually support partnering organizations to maximize enrollment, retention and workplace success.
- Represent JAWNY at community events, meetings, and conferences to promote the Career Pathways Coaching Program.

## 2. Grant Compliance and Reporting:

- Ensure program activities align with the goals and requirements set forth by the U.S. Department of Labor.
- Prepare and submit timely, accurate reports on program progress, outcomes, and financial expenditures.
- Maintain comprehensive records and documentation to support grant audits and evaluations.

## 3. Program Development and Improvement:

- Assist in orienting all constituents to program platforms.
- Work with the Junior Achievement USA team to develop and refine curriculum and coaching.
- In collaboration with program partners, identify and address any barriers to participant success. Provide continual support to partners.
- Provide ongoing support for volunteers, coaches, and employers.

## 4. Budget and Financial Management:

- Monitor expenditures to ensure the program operates within budget constraints.

## 5. Data Collection and Analysis:

- Ensure the collection of participant and other data required for the program.
- Oversee the collection of program data to track participant progress, program outcomes, and impact.

## **Preferred Qualifications:**

- Bachelor's degree in education, social work, business administration, or a related field (Master's degree preferred).
- Minimum of 2 years of experience in program management, community development, Career development, or a related area.
- Excellent communication and interpersonal skills, with the ability to build relationships with a wide range of stakeholders.
- Strong organizational and project management skills, with the ability to manage multiple priorities and meet deadlines.
- Comfort with data analysis and the use of data to inform decision-making.

## **Benefits:**

- Hybrid office/remote work options
- 401(k)
- 401(k) matching
- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- Health savings account
- Pay for performance plan
- Employee Assistance Program
- Paid time off

**Schedule:**

- Monday to Friday

**E-mail resume to:** Interested candidates should submit a cover letter and resume to [jcrawford@jawnny.org](mailto:jcrawford@jawnny.org).