



## Job Opportunity

---

|                              |                                            |
|------------------------------|--------------------------------------------|
| <b>Position Title:</b>       | <b>Program Manager – Chautauqua County</b> |
| <b>Classification:</b>       | <b>Part Time</b>                           |
| <b>Salary Range:</b>         | \$25/hour                                  |
| <b>Reports To:</b>           | President                                  |
| <b>City, State:</b>          | Amherst, NY                                |
| <b>Date Posted:</b>          | July 15, 2025                              |
| <b>Application Deadline:</b> | August 1, 2025                             |

**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.

With a Mission *to inspire and prepare young people to succeed in a global economy*, JA envisions a world where young people have the skillset and mindset to build thriving communities.

**Position Summary:** This position is responsible for Junior Achievement program impact, quality and implementation. Skills required for success include familiarity with local schools and youth service agencies, knowledge of local education and workforce development trends, commitment to customer service and constituent stewardship, and the ability to think strategically to leverage Junior Achievement programs in support of student growth and community development.

### **Primary Responsibilities:**

- Maintain awareness of opportunities, challenges, and trends in education, youth, and community development within Chautauqua County.
- Cultivate and leverage partnerships with businesses, schools, not-for-profit organizations, volunteers, and funders to leverage Junior Achievement programs for their greatest impact in the county.
- Manage implementation of JA programs with a focus on local opportunities and challenges in the areas of work and career readiness, entrepreneurship, and financial literacy.
- Work with teachers, school administrators, and youth service agency leaders to determine Junior Achievement solutions and place programs.
- Secure and renew commitments from business leaders to secure top caliber teaching and coaching volunteers and maintain program quality.
- Develop and implement all volunteer orientation programs. Coordinate placement and scheduling of trained volunteers.

- Work with the president and development colleagues to enhance relationships and increase grant, gift, and sponsorship revenue.
- Administer program evaluation and reporting through assessment instruments, classroom monitoring, participant support, and communication collateral.
- Continually provide feedback, program materials, and resources to teachers and volunteers.
- Maintain an understanding of new and existing JA products.
- Assists the Board of Directors in carrying out their specific functions.
- Submit class registration forms and required reports to JA USA.
- Other duties as assigned.

### **Requirements:**

- Bachelor's degree or equivalent
- Experience in education and/or youth services
- Strong relationship building and management skills with the ability to work with a variety of constituents, including educators, volunteers and funders
- Organization, planning, presentation and communication skills
- Commitment to superior customer service
- Ability to work collaboratively
- Creativity, critical thinking skills, self-motivation, and results-driven
- This position requires a valid driver's license, dependable transportation and ability to work some nights or weekends

### **Benefits:**

- Hybrid/Remote
- 401(k)
- 401(k) matching
- Pay for performance plan
- Employee Assistance Program
- Vacation time
- Sick time

### **Schedule:**

- Flexible. To be determined.

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