



Education Manager

Purpose: To effectively manage day to day operations for JA educational programs, with particular emphasis on customer service in relation to the volunteer and educator experience. You will also enjoy working with a mission-driven team where helping students realize their potential is at the heart of what we do. If this sounds like the right fit for you, please keep reading.

This position is part-time, seasonal from August-May and reports to the Executive Director.

Background check required

Some travel required

Responsibilities

- Recruit new volunteers and schools to participate in JA programs and build relationships with existing volunteers, school coordinators and business community
- Ensure quality and thoroughness of database by entering all programs, volunteers, schools, educators, and companies into BCRM software
- Learn and become fluent in all JA curriculums and conduct training sessions for volunteers and educators
- Administrative duties for JAHP
- Follow the quality standards of JAHP and adhere to the implementation models set by JA USA
- Assist with fund-raising events and other JA activities as required
- Develop and deliver presentations to a variety of constituents including educators, volunteers, and funders
- Meet or exceed requirements of grant-funded programs
- Develop annual engagement plans with JA partner schools including new and current partners and community organizations
- Collaborate with JAHP development strategies to ensure sponsorship requirements are delivered
- Execute effectively to ensure that JA is creating authentic and connected experiences for every volunteer across all programs

Requirements, Desired Skills, and Experience

- Proven experience working with school-aged students in an educational setting
- Ability to work under high demand to meet deadlines and handle multiple priorities
- Computer literate and adept at Microsoft package
- Must be able to lift 20 lbs
- Ability to speak in front of large groups

Additional Qualifications

- Bachelor's degree and/or 5+ years in non-profit or school environment
- Experience with database entry and ability to quickly learn BCRM (Blackbaud Constituent Relationship Management)

How to Apply

Please send resume and cover letter to klong@jahighplains.org