



## Junior Achievement of Wisconsin, Inc.

### Position Description

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**Position:** Education Manager

**Leader:** Senior Education Manager

**Primary Focus:** Northeast Region (Greater Green Bay)

**Team:** Development

**Status:** Part-time, 24 hours/week

**FLSA Status:** Hourly / Non-exempt

**Work Environment:** Hybrid, flexible schedule, minimum 50% in office

#### **A POWERFUL PURPOSE:**

Junior Achievement is education for what's next. We empower students to thrive in a rapidly changing world by providing experiential education that builds confidence, capability, and lasting economic mobility. Through hands-on learning that connects classroom lessons to real-world skills, Junior Achievement helps students achieve academically today and economically tomorrow.

As a community-connected education partner, Junior Achievement of Wisconsin prepares young people for what comes next—whether that's high school, postsecondary education, career pathways, or entrepreneurship. By helping students become confident, capable, and connected today, we ensure they have access to opportunity-filled futures tomorrow.

Team members at Junior Achievement are passionate about redefining readiness. We collaborate with educators, business leaders, and volunteers who share their time, talent, and resources to support the next generation. Our inclusive and mission-driven work environment offers a meaningful opportunity to advance economic mobility for students across Wisconsin.

#### **POSITION CONCEPT:**

Junior Achievement of Wisconsin, Inc. is seeking a part-time Education Manager to serve teachers and volunteers in the Greater Green Bay and surrounding area. Plan and implement JA programming including developing and maintaining good educator relationships at all levels. Highly visible position in the education and business community, offering the opportunity to add creativity, expertise, and fresh ideas to JA's resource generation efforts. Ideal position for a highly motivated, high-energy professional with sales ability who can meet goals and deadlines. Excellent customer service, communication, and presentation skills are required.

#### **PRIMARY RESPONSIBILITIES:**

- Work with schools, educators, volunteers, and businesses directly for program placement
- Renew program commitments of schools, educators, and volunteers

- Market and secure new partnerships with businesses and schools
- Assure high quality programming through monitoring and collection of participants information
- Increase public awareness in the education and business community through presentations
- Ensure customer satisfaction and program quality through electronic, phone, and face-to-face communication
- Provide efficient and personable service to program participants
- Lead volunteer/teacher trainings
- Ensure program growth and delivery to elementary, middle, and high school students
- Maintain accurate records in database
- Support Events Manager with various events including marketing; volunteer, educator and student recruitment; as well as providing support on the day of events as needed
- Other duties assigned

*The above position description is a general overview of the position responsibilities and is not all inclusive and is not an implied contract of duties performed*

#### **EDUCATION/EXPERIENCE REQUIRED:**

Associates degree or experience in the field of program management and/or education preferred. Good organizational, interpersonal, and presentation skills. Demonstrated sales and marketing ability. Strong communication and problem-solving skills. Proficiency in computer skills (Microsoft Office) and data management. Capable of working independently. Ability to prioritize tasks. Competency in or willingness to learn computer-based programs. Must have valid Wisconsin Driver's License and dependable transportation.

#### **PHYSICAL REQUIREMENTS:**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 lbs.), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.