



**Position Title:** Program Manager  
**Department:** Programs  
**Reports to:** Senior Director of Programs  
**Summary:** Full-Time Exempt (occasional early morning, evenings, and weekends required)

**Organization Summary:**

Junior Achievement of San Diego County (JA San Diego) empowers young people to own their economic success through Common Core-aligned K-12 programs focused on financial literacy, work readiness, and entrepreneurship. These programs enable students to make a connection between what they learn in school and how it can be applied in the real world—enhancing its relevance and increasing students’ awareness of the value of education, the importance of planning for the future, and the impact of their decisions. These early insights are essential building blocks for economic empowerment and self-sufficiency.

JA San Diego associates are known for their passion for the JA mission to empower youth and drive to building a bright future for San Diego. JA San Diego offers a collaborative, innovative and inclusive work environment.

**Job Function:**

The Middle and High School Program Manager is responsible for the planning, development, and execution of primarily middle and high school JA San Diego programs in conjunction with the Education team. This position will primarily focus on the growth and management of JA Middle and High School Programs. The Program Manager will manage programs and their program team with an emphasis on quality and growth. This includes decision-making and implementing the programs according to the Strategic Plan.

**Responsibilities:**

- Manage and support Traditional Middle and High School JA programs including, but not limited to, Finance Park, Company Program, Take Stock in Your Future, Job Shadows, and other programs that fall into JA’s three pillars: Financial Literacy, Entrepreneurship, Career Readiness.
  - Under the direction of the Senior Director of Programs, responsible for the planning, development, and execution of JA San Diego programs (virtually and in-person) to middle and high school students.
  - Build a solid foundational knowledge of JA Curriculum and Programs, adapting implementation of JA Curriculum and innovating new programs to meet the needs of community constituents.
  - Grow and expand JA’s outreach to direct to consumer programs, generating new opportunities for revenue and expansion.
- Cultivate relationships with volunteers, teachers, and donors to build an understanding of community needs and adapting JA curriculum to fit the needs of the communities we serve.
- Recruit and secure new sources for program volunteers to meet program goals.
- Assure program quality through pre- and post-program evaluations and use the feedback to improve program delivery.
- Provide feedback, program materials, and resources to volunteers and teachers.
- Oversee the volunteer orientations.
- Other projects as required, including event support on weeknights, weekends, and holidays.

**Qualifications:**

- Bachelor's degree in related field or equivalent combination of education and experience.
- 2-3 years of experience developing & managing a team
- Highly motivated and confident in making decisions and taking initiative
- Ability to stay organized, time management, prioritize projects and meet deadlines
- Demonstrate vision as well as plan and execute strategy to achieve desired results
- Strong interpersonal skills
- Proven ability to design, execute, and grow new and existing programs
- Strong Computer literacy using industry-standard productivity tools (Word, Excel, PowerPoint, and Database systems)
- 2-3 years of experience working directly with children preferred
- Experience delivering prepared content to audiences of all sizes (public speaking, training, or teaching experience preferred).
- Results-oriented with high ethical standards
- Excellent professional written and verbal communication skills.
- Familiarity with the San Diego region and the education community and organizations
- Experience recruiting and managing large volumes of volunteers and school educators
- Working proficiency of Spanish highly preferred