



**INSPIRING
YOUTH**

Position Title: Program Manager (Education Initiatives)

Department: Programs

Reports to: Director of Workforce and Education Initiatives

Summary: Full-Time Non-Exempt (occasional early morning, evenings, and weekends required)

Compensation Range: \$30.00 - \$33.00

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 Program Manager leads the planning, development, execution, and strategic growth of Junior Achievement of San Diego County’s middle and high school programs, including Finance Park, Rising Innovator’s Expo (Company Program and Social Innovation), Take Stock in Your Future/ Stock Market Challenge, and JA Titan and other initiatives aligned with JA’s pillars of Financial Literacy, Career Readiness, and Entrepreneurship.

This role is responsible for overseeing high-quality program delivery, managing day-to-day program operations, supporting volunteer and educator engagement, and ensuring strong outcomes for students across San Diego County. The Program Manager works cross-functionally with internal teams and external partners to expand program reach, maintain program excellence, and ensure equitable access to Financial Fluency and career-connected learning opportunities.

Responsibilities:

Program Leadership & Strategy

- Lead the planning, development, and execution of JA’s middle and high school programs in alignment with organizational goals and the Strategic Plan.
- Manage and support programs including Finance Park, Rising Innovator’s Expo (Company Program and Social Innovation), Take Stock in Your Future/Stock Market Challenge and JA Titan and other middle and high school initiatives such as JA semester-long curriculum for educators.

- Identify opportunities to grow program reach and impact, especially in underserved communities and direct-to-consumer programming.
- Ensure programming supports JA's three pillars: Financial Literacy, Career Readiness, and Entrepreneurship
- Build strong knowledge of JA curriculum and continuously adapt and innovate programming to meet community needs
- Support expansion of new and existing programs to increase impact and revenue opportunities

School, Volunteer & Partner Engagement

- Cultivate and maintain strong relationships with educators, school districts, volunteers, donors, and community partners
- Recruit new schools, teachers, and program volunteers annually to meet growth and participation goals
- Coordinate scheduling, logistics, and communication with schools and partners to ensure successful implementation
- Represent JA at school events, education partner meetings, community outreach efforts, and national events
- Oversee volunteer recruitment, onboarding, training, and orientations to ensure high-quality program delivery

Program Implementation & Quality

- Provide leadership and management to the day-to-day operations of program delivery, including curriculum implementation, student registration, volunteer coordination, educator communication, and experiential simulations
- Manage Finance Park operations including workshops, simulations, and school/community-based partnerships
- Monitor program quality and fidelity through pre- and post-program evaluations and use feedback to improve delivery
- Provide program materials, training, and ongoing support to volunteers, teachers, and community partners
- Ensure successful facilitation of both in-person and virtual program experiences

Data Management & Reporting

- Track and analyze key program metrics including student reach, satisfaction, participation, and outcomes
- Maintain accurate program records and reporting systems
- Contribute program data, success stories, and impact outcomes for grants, board reports, and organizational updates

Cross-Functional Collaboration

- Work closely with Development, Marketing, Experiential Learning Centers, and Programs teams to align program goals with broader organizational objectives
- Support storytelling and promotion of student success and program impact
- Assist with special projects, events, and organizational initiatives as needed, including occasional evenings, weekends, and holidays

Qualifications:

- Bachelor's degree in education, nonprofit management, business, youth development, or related field; or equivalent combination of education and experience
- 2–3 years of experience developing, managing, and growing programs
- 2–3 years of experience working directly with youth, preferably middle and high school students
- Demonstrated experience managing, coaching, and supporting staff or teams in a professional setting.
- Experience managing volunteers, and/or educators in a fast-paced environment
- Strong presentation, facilitation, public speaking, and training experience preferred

- Proven ability to design, execute, and scale new and existing programs
- Strong organizational skills with the ability to prioritize projects, manage multiple deadlines, and problem-solve proactively
- Highly motivated, self-directed, and confident in decision-making and taking initiative
- Strong interpersonal and relationship-building skills
- Excellent written and verbal communication skills
- Strong computer literacy using industry-standard productivity tools including Word, Excel, PowerPoint, Canva, and database systems
- Familiarity with the San Diego region, education community, and nonprofit landscape preferred
- Experience recruiting and managing large volumes of volunteers and school educators
- Demonstrated commitment to high ethical standards and results-oriented work
- Ability to occasionally lift up to 20 pounds and remain on feet for extended periods during program delivery

Benefits:

- Medical (75% employer paid for staff and 50% for dependents), dental and vision (75% employer paid for staff and dependents), life (100% employer paid) and long-term disability insurance (employee paid)
- 401k plan with employer match
- PTO, Sick time, and paid time off for major holidays

To Apply:

Send cover letter with salary requirements and resume to: Linda O'Connell, loconnell@jasandiego.org

This position description is a general overview of the duties to be performed by the employee occupying this position. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.