



Inspiring Tomorrows™

POSITION: Manager of Learning Experiences

Junior Achievement of Northwestern Ohio (JA) believes students should graduate from high school with a vision of future success, and a defined path(s) needed to get there. JA believes in empowering students to be more deliberate about their future, connecting students with a direct link to life after high school, by exposing them to potential career opportunities through engaging mentors from the business community. Providing immersive experiential learning based on the three pillars of JA: Financial Literacy, Entrepreneurship and Career Readiness. We believe we are helping to develop the talent pipeline for our community, securing the future of our companies and our economy. Our goal is to be the premier resource and facilitator of innovative K-12 educational experiences in Northwestern Ohio.

POSITION CONCEPT: The ideal candidate will be self-confident, independent, outgoing, thrive on innovation and collaboration. They will be given freedom to take charge of assignments, create new ideas and work independently to solve problems. This person is an integral member of the team working to develop and implement the organization's long-term strategies for growth, learning outcomes and financial stability. They will be responsible for implementing and expanding all JA learning experiences. Duties include recruiting, training, managing, and monitoring all aspects of learning experiences to adhere to JAUSA implementation models and quality. The position is also the chief liaison to the JA Board education committees, JA USA, and relationships with all education partners.

PRIMARY RESPONSIBILITIES:

- Develop and implement training programs, including final evaluations.
- Coordinate placement and scheduling of trained mentors, as well as all logistics of learning experiences.
- Adhere to implementation models, and submit all necessary class registration forms, variances, reporting, and year-end verification to JA USA.
- Develop and implement communication and engagement plan for teachers and mentors.
- Budget, develop, coordinate, and deliver presentations to new school districts, schools, and teachers.
- Develop, coordinate, and implement recognition programs that are of interest and value to participants.
- Procure and distribute all learning experience materials and inventory management.
- Input all information into BCRM (JA USA database)

OTHER RESPONSIBILITIES (as needed):

- Attend Board meetings and prepare the minutes for approval (4-5x per year).
- Support special events and other projects as required.
- Standard administrative and other responsibilities; produce and send mailings, office organization, etc.
- Maintain flexibility and willingness to take on other duties, as necessary.

EDUCATION/EXPERIENCE REQUIRED:

- Bachelor's degree in Business, Education, related field, or equivalent combination of education and experience, plus minimum two years in business sales, marketing, nonprofit development, or volunteer recruitment/management experience. Presentation experience is necessary; computer literacy a must; should also be able to manage multiple priorities and high-level relationships. Must be a goal driven, self-starter who enjoys providing exceptional customer-focused service and building mutually beneficial networks of supporters. Demonstrated organizational and planning experience.

Full-time salaried position. Compensation will be competitive and commensurate with experience.

Medical and 401k benefits available.

All candidates selected for an interview will complete the Predictive Index assessments, to ensure alignment with the job requirements and the JA team.

Interested candidates should submit their resume and cover letter to janwo.team@ja.org