



# Junior Achievement™ of Kentuckiana

**Job Title: Program Manager** – Full Time position with benefits

Junior Achievement of Kentuckiana's mission is to inspire and prepare young people to succeed in a global economy.

## Position Description

The Program Manager is responsible for stewarding partnerships with educators, volunteers and corporate partners and requires a passion for helping students.

## Primary Responsibilities

- Provide excellent customer service to build strong working relationships with educators, partners and volunteers
- Initiate communication with educators to promote JA programs
- Lead volunteer recruiting sessions, prepare and deliver effective presentations
- Recruit, train, place and recognize volunteers, deliver materials, and provide support to assure quality implementation of JA programs
- Manage multiple priorities with accuracy and attention to detail.
- Record information accurately in a database

## Qualifications

- Bachelor's degree or equivalent experience
- Prior experience working in education with schools or community groups a plus
- Strong organizational skills and high attention to detail
- Excellent communication and interpersonal skills
- Proficient in Microsoft Outlook and Word
- Daytime travel required within JAKY area: *all work related mileage is reimbursed.*

**For consideration:** Send resume, references and salary requirements to Sharon Peacock, [speacock@jaky.org](mailto:speacock@jaky.org)