



Learning Experience Manager

About the Organization:

Junior Achievement of Eastern Ohio empowers young people to own their economic success through financial literacy, workforce readiness, and entrepreneurship education. Junior Achievement of Eastern Ohio reaches thousands of students annually in Ashtabula, Columbiana, Mahoning & Trumbull Counties.

Junior Achievement associates are known for their passion for the JA mission that brings together business and education to work with students in kindergarten through high school. Members of the JA team interact with community leaders who support JA with their time, talent, and treasure. Junior Achievement of Eastern Ohio offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

POSITION TITLE: Learning Experience Manager

COMPENSATION: Part-Time & Full-Time

QUALIFICATIONS: Experience in the field of education

POSITION CONCEPT:

Junior Achievement of Eastern Ohio is seeking a part-time Learning Experience Manager to serve teachers and volunteers in a four-county service area. Plan and implement JA programming including developing and maintaining good educator relationships at all levels. The ideal candidate will have a passion for and an opportunity to cultivate partnerships with our communities and school districts. Participation in JA events is expected.

PRIMARY DUTIES:

- 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 participant information
- 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
- Assist with events and other program related needs as assigned
- Other duties assigned

EDUCATION/EXPERIENCE REQUIRED:

- Bachelor degree preferred, associate's degree or experience in the field of education.
- Strong organizational, interpersonal, and presentation skills.
- Knowledge of the education community and organizations.
- 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.
- Demonstrated ability to independently organize, plan, and carry out activities to meet specific timelines and goals.

- Adapt to frequent changes of routine and pace of activity due to unpredictable demands without loss of efficiency or composure.
- Ability to work flexible hours, including evenings and weekends as needed.
- Valid Driver's License and proof of insurance

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 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

TO APPLY

Send resume along with cover letter and references:

email:

michele.merkel@ja.org

subject line: Learning Experience Manager

Junior Achievement of Eastern Ohio is an Equal Opportunity Employer. JA of Eastern Ohio does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. The position description in no way states or implies that these are the only duties to be performed by the employee. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

Easternohio.ja.org