



Member of
JA Canada

**SUCCESS
STARTS
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Junior Achievement of Northern Alberta & Northwest Territories

Position Description: Full Time Program Manager

Location: Edmonton

Our Mission:

To inspire and educate youth about entrepreneurship, work readiness and financial literacy to prepare them to succeed in a global economy.

Our Vision:

To be recognized as *vital to the success of our young people in reaching their potential* through partnerships with business and educators that provide relevant and inspiring learning experiences, delivered by volunteers.

What We Offer:

The opportunity to empower and educate youth between Grade 3 and up to age 25, in a full time role that provides the reward and satisfaction of preparing and inspiring young people and in partnership with teachers, fellow youth serving organizations, volunteers, donors and sponsors.

A unique opportunity to expand your experience, skills and your network in a growth oriented non-profit with deep connections in the business community.

The chance to shine as a key leader on a positive, highly engaged, collaborative and supportive team of fellow JA colleagues in a welcoming environment.

Flexible work locations and your choice of an office or office/work-from-home hybrid with a competitive salary, employer funded RRSP, health and insurance benefits. Parking and mileage are reimbursed as needed, plus you will receive a monthly cell phone allowance in our Bring Your Own Device arrangement.

Extensive training during your onboarding and support for continuous proficiency in your role and ongoing professional development.

What You Bring:

Reporting to the President & CEO, the Program Manager is highly organized and dedicated to providing exceptional learning experiences to young people as well as logistical and service excellence for educators, our youth-serving non-profit partners and the volunteers who train on and deliver JA programs.

You are a strong, empathetic leader who brings ideas, proactive management and operational strategies, accountability and inspiration to your engaged and growing team of full and part time members. You have a desire to bring the gift of JA to more young people and have the ability to help create a management plan to achieve both increasing reach, impact and staff expansion to support it.

You enjoy reaching out to educators and youth serving non-profit organizations to help them explore JA programs to find the best fit for their students and clients. You are pleasant and enthusiastic when training JA volunteers from the business community, who deliver our programs in classrooms and youth organizations throughout Central and Northern Alberta. You are proficient with common digital platforms such as Outlook, Google, Teams, Zoom and have a willingness to learn JA software including Salesforce CRM and digital learning modules.

You are a good writer and communicator who is also comfortable helping your team design promotions for JA programs on social media and via newsletter and email campaigns.

You align with our organizational values of Integrity, Accountability, Loyalty, Balance, having a Positive Attitude, being a Team Player and Stakeholder Focused.

Accountabilities:

- Assistance in the development of annual planning to meet or exceed increasing student reach through impactful learning opportunities within the JA mandate
- Effective leadership of a staff team that meets or exceeds performance expectations and is highly engaged as demonstrated through regular surveys
- Highly collaborative, team-player work style that achieves measurable productivity
- Assist with the development of promotional material to attract teacher and volunteer registration
- Deliver presentations about JA, in-person or online, to recruit teachers and volunteers
- Oversee the logistical organization of program delivery dates and supply of course materials to teachers and volunteers
- Prepare and deliver training sessions for volunteers
- Deliver JA programs to students, when necessary
- Maintain regular, clear and up-to-date communication with internal and external stakeholders and partners
- Maintain accurate and up-to-date records on program deliveries within JA's local and national databases
- Distribute and collect satisfaction surveys and other feedback from external stakeholders
- Lead and ensure the fulfillment of JA program sponsorship commitments
- Lead your team in the delivery of special program events

What We Require:

- Experience in business administration, public relations, volunteer coordination, education or a related field
- Strong knowledge of Microsoft Office Suite (Word, Excel, Outlook) and Google (Meets, Docs, Drive), familiarity with Salesforce is an asset.

- Excellent interpersonal and communication skills
- High degree of motivation and self-direction; superior organizational skills
- References regarding our requirements for this role upon request
- Reliable vehicle, valid driver's license and ability to travel independently in the Capital Region and make rare visits to farther sites in Northern Alberta & NWT.

Desired Skills & Experience:

- A proficient leader
 - Ability to function and provide confident leadership in a fast paced, multi-tasking environment
 - Results oriented
 - Self-starter
 - Detail oriented
- A competent communicator
 - A good listener
 - Ability to articulate thoughts and ideas concisely and professionally verbally and in writing
 - Marketing and customer service skills
 - Comfortable speaking publicly to various audiences (volunteers, students, teachers, etc.)
- A team player
 - Relationship building ability
 - Values team efforts and supports others
 - Leads by example with humility
 - Willing to assist others
 - Ability to offer constructive and/or congratulatory feedback

Who to Apply With:

Please submit a cover letter and resume via email to Mary Shaker, Office Manager, Junior Achievement Northern Alberta & NWT mary@janorthalberta.org.

We thank all applicants for their interest, however only qualified candidates will be contacted. This position requires the successful completion of a criminal background check.

“Junior Achievement is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.”