



## Junior Achievement of Wisconsin, Inc. Position Description

---

**Position:** Education Manager – SE Wisconsin

**Location:** Milwaukee

**Status:** Full time – 37 hours/week

**Work Environment:** Hybrid (3 days in Milwaukee office)

**Leader:** Area Director

**Team:** SE Wisconsin

**FLSA Status:** hourly non-exempt

### **A POWERFUL PURPOSE:**

At Junior Achievement, we believe in the boundless possibility of young people. A community connected education partner, Junior Achievement of Wisconsin's purpose is to inspire and prepare young people to succeed. Junior Achievement reaches more than 100,000 Wisconsin students in K-12+ and delivers relevant, hands-on learning experiences in financial literacy, career readiness and entrepreneurship. Our vision is to ensure today's students have greater economic opportunity and mobility.

Junior Achievement team members are known for their passion for the JA mission. Members of the team interact with business and education leaders, volunteers and philanthropists who support JA with their time, talent and treasure. Junior Achievement of Wisconsin offers a collaborative, inclusive work environment, and the opportunity to impact the lives of young people in our community.

### **POSITION CONCEPT:**

Junior Achievement of Wisconsin is seeking a full-time Education Manager to serve students and volunteers in Sheboygan, Ozaukee, Washington, and north Milwaukee counties. Plan and implement JA programming in southeast Wisconsin, including developing and maintaining good educator and volunteer relationships. Highly visible position in the education and business community, offering the opportunity to add creativity, expertise, and fresh ideas to JA's successful program offerings.

Ideal position for a highly motivated, high-energy professional with sales ability who can meet goals and deadlines. Excellent customer service, communication, and presentations skills are required. Ability to work independently and fluent with Microsoft Office products.

### **PRIMARY RESPONSIBILITIES:**

- Collaborate with schools in Sheboygan, Ozaukee, Washington, and north Milwaukee counties (public, private and homeschool groups) educators, volunteers, board members, and businesses directly selling programming and match volunteers for program placement K-12, serving 6,000 students annually.
- Renew commitments of schools, educators, volunteers, and donors that are currently utilizing and supporting Junior Achievement programs.
- Increase public awareness of Junior Achievement in education and business communities, marketing and securing at least three new business partnerships and ten new schools/year. May include speaking at Lunch & Learns, or local clubs & organizations.
- Collaborate with local non-profits and other organizations to further the JA mission.
- Deliver classroom kits and program materials to schools and businesses as needed. Arrange shipment, when necessary, from our Milwaukee campus.
- Proactively match and puzzle fit education requests with volunteers. Facilitate volunteer training (in-person and remote) to ensure training for all volunteers to deliver JA programming.
- Ensure all volunteers have completed proper paperwork prior to going into classrooms. Background checks, as necessary.
- Assist volunteers and educators with pre & post testing for specific programs.
- Work with Area Director to ensure Junior Achievement is reaching and/or exceeding goals.
- Plan and serve as game master for annual JA Titan & JA Stock Market Challenge student events.

- Assist with JA of Sheboygan Annual Fundraiser – Cheers for Achievement on the last Friday night in April.
- Assist with JA of Wisconsin Annual Fundraiser – The first Saturday in December
- Plan and facilitate a minimum of 3 JA in a Days and 4 Career Days (ES/MS/HS)
- Other duties as assigned.

*The above position description is not all inclusive and is not an implied contract of duties performed. It is a general overview of position responsibilities.*

**EDUCATION/EXPERIENCE REQUIRED:**

Associate/Bachelor's degree required. Experience in the field of program management, non-profit work, and/or sales experience will be prioritized. Excellent organizational, interpersonal, and presentation skills. Effective communication and critical thinking skills. Proficiency in computer skills (Microsoft Office) and data management (BCRM/Level Up). Capable of working independently. Ability to prioritize tasks. Competency in or willingness to learn computer-based programs (D2L, Titan and Stock Market Challenge simulations). Prior event experience a plus. A strong social connection to the Sheboygan, Ozaukee, or Washington County Area is valued. Must have valid Wisconsin Driver's License and own a vehicle to be used for work duties.

**WORK ENVIRONMENT:**

This position currently has a hybrid work model, with 3 days in the Milwaukee office, with Tuesdays and Wednesdays as mandatory in-office days. This requirement may also include working outside of normal business hours as required to support business needs.

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