

**Junior Achievement of Wisconsin, Inc.**  
**Position Description**

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**Title:** Education Manager – Portage & Wood Counties  
**Department:** Northcentral Region  
**Reports to:** Senior Regional Director - Northcentral Region  
**Status:** Part time (15 hours/week)

**POSITION CONCEPT:** Junior Achievement of Wisconsin, Inc. is seeking a part-time Education Manager to serve teachers and volunteers in Portage and Wood Counties. This position offers the opportunity to plan and implement JA programming, including developing and maintaining good educator relationships at all levels. Highly visible position in the education and business community, offering the opportunity to add creativity, expertise, and fresh ideas to JA's resource generation efforts. Ideal position for a highly motivated, high energy professional with sales ability who can meet goals and deadlines. Excellent customer service, communication, and presentation skills are required.

**PRIMARY RESPONSIBILITIES:**

- Work with schools, educators, volunteers and businesses directly for program placement
- Renew commitments of schools, educators, volunteers, and donors that are currently utilizing and supporting Junior Achievement programs
- Market and secure new partnerships with businesses, schools and youth organizations
- Assure quality through monitoring and collection of participant and program information
- Increase public awareness of Junior Achievement in the education and business community through presentations and other outreach
- Ensure customer satisfaction and program quality through face-to-face, phone and electronic communication
- Provide efficient and personable service to program participants through prompt follow-through and organization
- Implement volunteer orientation and training
- Ensure program growth and delivery to high school students
- Maintain accurate records
- Other duties assigned

**EDUCATION/EXPERIENCE REQUIRED:**

Bachelor's degree, preferred; Associates degree or experience in the field of program management. Good organizational, interpersonal, and presentation skills. Demonstrated sales and marketing ability. 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. Must have valid Wisconsin Driver's License.

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

*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.*

Interested candidates can send their cover letter and resume to Kari Tylke at [ktylke@jewis.org](mailto:ktylke@jewis.org)

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