



Junior Achievement of Wisconsin, Inc. Position Description

Position: Education Manager – Sheboygan

Location: Sheboygan

Status: Part time – 18-20 hrs/wk

Work Environment: Remote

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 Sheboygan is seeking a part-time Education Manager to serve students and volunteers in the Sheboygan County Area. Plan and implement JA programming in Sheboygan County and the Village of Kiel, 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.

This is a remote position as of 25-26 school year, may change, candidate may need to report into office from time to time or travel to our Milwaukee Campus occasionally for all-staff meetings (2x per year). Ability to create own, consistent schedule. Approximately 18-20 hours per week.

PRIMARY RESPONSIBILITIES:

- Work with all Sheboygan County & the Village of Kiel schools (public, private and homeschool groups) educators, volunteers, board members and businesses directly to sell programming and match volunteers for program placement K-12; serving 6,000 students annually.
- Renew program commitments of schools by working with school administrators, educators, parent/teacher groups and volunteers annually.
- Proficiency of JA program offerings.
- Market and secure new partnerships with businesses and schools. May include speaking at Lunch & Learns, local clubs & organizations, etc.
- Ability to proactively match and puzzle fit your education requests with volunteers.
- Maintain accurate records in database. Verifying all information annually.
- Facilitate volunteer training (in-person and remote) to ensure all volunteers are trained to deliver JA programming. Ensure all volunteers have completed proper paperwork prior to going into classrooms. Background check as necessary.
- Assist volunteers and educators with pre & post testing for specific programs.
- Work with Area Director to ensure Sheboygan Area is reaching and/or exceeding goals.

- Collaborate with local non-profits and other organizations.
- Be the game master for the JA Titan & JA Stock Market Challenge Student Events (Dec & Mar) annually.
- Assist with JA of Sheboygan Annual Fundraiser – Cheers for Achievement on the last Friday night in April.
- Deliver classroom kits and program materials to Sheboygan County schools and businesses. Arrange shipment, when necessary, from our Milwaukee campus.
- 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:

HS diploma required. Associate/Bachelor's degree preferred. Experience in the field of program management, non-profit work, and/or sales experience will be considered Excellent organizational, interpersonal, and presentation skills. Strong communication and problem-solving 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 County Area. Must have valid Wisconsin Driver's License.

WORK ENVIRONMENT:

This position currently has remote work model. 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 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.