



Regional Program Manager, King

Location: JA Education Center, Auburn, WA

Schedule: Hybrid (2-3 days onsite per week) Full-Time, 40 hours

Reports To: Statewide Program Director

Status: Non-Exempt

Pay Rate: \$30.29/Hourly

SUMMARY:

The Regional Program Manager (RPM) oversees the implementation and daily operations of all K–12 programs for the King Region, ensuring program quality, integrity, and growth. This role leads recruitment and retention of educators, volunteers, and community partners, with a focus on expanding engagement in underserved communities. RPM manages program data, evaluates outcomes, and builds strong school and community relationships while increasing awareness, volunteer involvement, and funding opportunities. This position reports to the Statewide Program Director.

WHAT YOU'LL BE DOING (Essential Duties):

- Assure program quality and integrity through effective communication with all program stakeholders, monitor progress, provide exceptional customer service, share program updates, and evaluate tools. Provide customer-centric program delivery and support.
- Promote program growth and expansion through successful retention of education/business/community volunteers and school district/youth development organization partners and through proactive outreach opportunities.
- Program presentation in a variety of delivery models and venues.
- Provide virtual and in-person training and orientation for educators and volunteers.
- Data entry, management and maintenance, including but not limited to all constituent and program-related information and required documentation within JA's database systems.
- Collect and report data, testimonials, and regional program progress for internal and external marketing, board updates, and fundraising purposes.
- Complete the regional Year-End Verification process: confirm and verify that Learning Experiences (Inspire and Prepare) count in the organization's database systems.
- Identify potential programmatic funding opportunities for referral to the development team.
- Assist in developing the yearly departmental calendar.
- Increase public awareness for all programs; pursue opportunities to market JA programs - marketing blitz, educator and volunteer outreach, school and district visits.
- Collaborate with the organization's directors in strategic storytelling for the website and social media presence to highlight program impact and content.
- Develop and maintain department tools to support program management, including, but not limited to, calendar of events, standard operating procedures, workplans, goals, and accountability tracking.
- Partner with the Community Partnerships team to schedule and facilitate group volunteering opportunities and connect school programming experiences to corporate partners.
- Teach JA classes as needed (not to exceed 10 classes in a school year)
- Manage curriculum/kit ordering, inventory, and delivery. Including driving/transporting JA materials.
- Other duties as assigned within the scope of the position, based on experience and requirements.

Additional Duties Assigned to the Regional Program Manager:

- Assist the Development Special Events Team with regional special events. This includes board communication and engagement.

- Assist the Statewide Program Director with staff training and mentoring.
- Assist the Statewide Program Director with reporting processes and other special projects as assigned.

EDUCATION/EXPERIENCE REQUIRED:

- Knowledge, skills, and abilities relevant to the RPM responsibilities; or equivalent work experience.
- Minimum of 2 years' experience with demonstrated program management abilities.
- Outstanding interpersonal and relationship management skills: ability to maintain strong professional relationships with a range of groups, underscored by strong judgment and emotional intelligence
- Familiarity with the specified region's schools and school districts, community, and businesses.
- Teaching experience, formal or informal, is a plus.

WHAT'S IN IT FOR YOU:

JAWA pays 100% of employee premiums for Medical/Dental/Vision & Employee Life Insurance.

- Medical, Dental & Vision Insurance
- Life Insurance – Employee
- Family and Dependent Life Insurance
- Vacation and Wellness Leave
- Paid holidays and Winter Break
- Paid personal leave days
- Long-Term Disability Insurance
- Employee Ability Assist Program
- Family Leave – Consistent with local and national regulations

PHYSICAL REQUIREMENTS: The physical demands outlined below are representative of those required to successfully perform the essential functions of this role. Reasonable accommodation may be made to enable individuals with disabilities to perform these functions. This position requires frequent sitting and walking, with occasional reaching, bending, lifting, and climbing. The role involves continuous communication, including talking and hearing. The employee must be able to frequently lift and carry items weighing up to 25–50 pounds. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus. This position also requires reliable transportation, as regular travel to various locations is an essential function of the role.

COMPANY SUMMARY:

Junior Achievement of Washington (JAWA) inspires and prepares young people to succeed in a global economy through hands-on learning in financial literacy, entrepreneurship, and career readiness. The organization serves thousands of K–12 students each year by connecting business and education to help students build the skills needed for economic success. JAWA team members are mission-driven and collaborate with educators, volunteers, and community leaders who contribute their time, expertise, and resources. The organization offers a collaborative, inclusive work environment and the opportunity to make a meaningful impact in the community.

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