



Regional K-12 Program Manager Northern Washington Region

If you want to make an impact to the lives of K-12 children in Northern Washington, we invite you to join the Junior Achievement of Washington Program Team. JAWA's vision is to inspire and prepare young people to succeed in a global economy. The mission and core values of JAWA, along with its core pathways, meet a real need that other non-profits, for profits, and the government are not offering: to prepare Washington students with financial knowledge and fundamental tools to help them succeed. JAWA's Core Values reflect our belief that all students have the right to equitable learning opportunities and to experience financial health and wellness. Our Core Values are:

- Belief in the boundless potential of young people
- Belief in the power of partnership and collaboration
- Conviction in the education and motivational impact relevant, hands-on learning
- Commitment to the principles of market-based economics and entrepreneurship

SUMMARY:

The Regional Program Manager (RPM) is responsible for the implementation and management of all JAWA K-12 programs within Northern Washington. The RPM manages all daily operations of program recruitment, retention, data management, and evaluation with all organization stakeholders, including but not limited to educators and volunteers, while upholding and maintaining the program quality and integrity. This includes oversight of program quality and expansion, maintaining and building strong community and school relations, and verification of program completion.

This position is responsible for recruiting teachers and education partners within the communities in their region and expanding recruitment to encourage individuals connected to underserved student populations. The RPM will also be responsible for expanding the outreach for recruitment, training, and retention of volunteers to teach JA programs, as well as for recognition of their service. The RPM is responsible for the management and maintenance of program data in accordance with organizational standards and objectives. The RPM will also be responsible for expanding community awareness of programs, identifying additional sources for volunteer recruitment and funding opportunities.

This position reports to the Statewide Program Director. This is a full time, non-exempt position with the RPM residing within their assigned region. This position serves the Northern Washington Region. This is a remote hybrid position with recurring in-person engagement of community partners and school districts throughout Snohomish, Skagit, Whatcom, and Island Counties.

WHAT YOU'LL BE DOING (Essential Duties):

- Assure program quality and integrity through effective communication with all program stakeholders, monitor progress, exceptional customer service, sharing of program updates, and evaluation 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 regional Year-End Verification process; confirm and verify Learning Experiences (Inspire and Prepare) counts in organization's database systems

- Identify potential programmatic funding opportunities for referral to development team
- Assist in developing 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 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 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
- Other duties as assigned within the scope of position, based on experience and requirements

Hourly Pay Range: \$25.03 - \$26.36

REQUIRED SKILLS/ABILITIES:

- 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 specified region's schools and school districts, community, and businesses.
- Teaching experience, formal or informal, is a plus.

WHATS IN IT FOR YOU:

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

- United Healthcare Medical and Dental Insurance
- Vision Insurance
- Life Insurance – Employee
- Family and Dependent Life Insurance
- Vacation and Wellness Leave
- Paid holidays and Winter Break
- Paid personal leave
- Two paid volunteer days per year
- Long-Term Disability Insurance
- Employee Ability Assist Program
- Family Leave – Consistent with local and national regulations

WHAT MAKES JAWA SPECIAL:

- Retirement savings with matching company contributions
- Work-Life Balance – Flexible options to balance office time via remote access as well as flexible work schedules
- Opportunity to volunteer in classrooms teaching JA programs

PHYSICAL REQUIREMENTS: The physical demands described below are representative of those that must be met by an employee to perform the essential functions of this job successfully. 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 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

ABOUT JUNIOR ACHIEVEMENT OF WASHINGTON:

Junior Achievement of Washington's mission is to inspire and prepare young people to succeed in a global economy. JAWA reaches thousands of students each year with relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, own their businesses, and develop readiness for careers or college.

JAWA associates are known for their passion for the mission that brings together business and education to work with students in kindergarten through high school, so they are empowered to own their economic success. Members of the team interact with community leaders who support JAWA with their time, treasure, and talent. JAWA offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

JAWA is committed to social justice. We are committed to educating in a way that dismantles inequality, racism, and oppression and sparks honest conversations in our communities. The future that we envision and for which we prepare our students cannot exist unless we become catalysts for change and advocates for promoting diversity, equity, and inclusion in all facets of our work.

Junior Achievement of Washington is an Equal Opportunity Employer. JAWA does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. The position description in no way states or implies that these are the only duties to be performed by the employee. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship. washington.ja.org.

[Apply: JAWA Regional K-12 Program Manager - Northern WA](#)