



HIRING

Mobile Finance Park Program Manager

Job details

Pay

\$32-\$35 an hour

Job type

Full-Time, 40 hour work week

Shift and schedule

Monday to Friday

Benefits

- Medical Insurance
- Dental & Vision Insurance
- Flexible Schedule
- Paid vacation, wellness, personal leave, holidays, and winter break
- Employee assistance program
- 401K Match

Job description

The Mobile Finance Park Program Manager leads outreach, recruitment, and retention efforts for Junior Achievement of Washington's (JAWA) Mobile Finance Park. This role is integral to the overall management and implementation of JAWA's experiential learning initiatives, ensuring high-quality, impactful experiences for students throughout JAWA's Eastern, Central, and Southeastern Washington Regions, which include northern Idaho and western Montana.

The position manages Mobile Finance Park recruitment, training, program quality, logistics, stakeholder relationships, data management, and expansion efforts while ensuring exceptional learning experiences for students and educators.

The position supervises JA Mobile Finance Park Coordinators and partners closely with Regional Program Managers to drive program excellence and exceptional student experiences through strong partnerships with educators, volunteers, and community stakeholders. Together, the team oversees daily operations, including but not limited to recruitment, retention, data management, and program evaluation, while maintaining program integrity and supporting expansion efforts.

The Mobile Finance Park Program Manager is responsible for building and sustaining relationships with schools and districts, recruiting teachers and education partners, and developing strategies to equitably reach underserved student populations. Additional responsibilities include managing program data in alignment with organizational standards and objectives.

Key Responsibilities

- Assure program quality and integrity through effective communication with all stakeholders, monitoring progress, delivering exceptional customer service, sharing program updates, and utilizing evaluation tools.
- Provide customer-centric program delivery and support.
- Promote program growth and expansion through successful retention of education, business, and community volunteers, as well as school district and youth development partners, and by pursuing proactive outreach opportunities.
- Represent JAWA in a variety of delivery models and venues.
- Provide virtual and in-person training and orientation for educators and volunteers.
- Manage data entry, maintenance, and accuracy of all constituent and program-related information within JAWA's database systems.
- Collect and report data, testimonials, and program progress for internal and external purposes, including marketing, board updates, and fundraising.
- Identify potential programmatic funding opportunities for referral to the development team.
- Increase public awareness of all JAWA programs beyond Experiential Learning; pursue marketing opportunities through educator and volunteer outreach, school and district visits, and cross-promotion of JAWA programs.
- Collaborate with organizational leaders to create strategic storytelling for marketing and social media to highlight program impact.
- Develop and maintain departmental tools to support program management, including calendars, SOPs, workplans, goals, and accountability tracking.

- Partner with the Development team to schedule and facilitate group volunteering opportunities and connect school programming experiences to corporate partners.
- Maintain a regular schedule of program facilitation days.
- Manage curriculum/kit ordering, inventory, and delivery.
- Perform other duties as assigned within the scope of the position.
- Regional Travel – this position will travel 10+ weeks per year, with extended stays throughout the regions listed.

Required Skills & Abilities

- Knowledge, skills, and abilities relevant to the responsibilities listed above, equivalent work experience.
- Minimum three years of program management, education, youth development, or related experience.
- Outstanding interpersonal and relationship management skills, with strong judgment and emotional intelligence.
- Demonstrated success with student-centered experiences.
- Familiarity with regional schools, districts, communities, and businesses.
- Valid driver's license and ability to travel regularly throughout the region.
- Teaching experience (formal or informal) is a plus.
- Experience supervising others is a plus.

Physical Requirements

- Ability to lift and carry up to 50 pounds (e.g., program materials and supplies).
- Ability to stand for extended periods during program facilitation days and events.
- Ability to travel to various locations for recruitment, training, and program delivery.
- Ability to set up and break down program materials and equipment as needed.
- Must be able to work in both office and classroom environments, including occasional outdoor activities.

To Apply: <https://www.indeed.com/job/mobile-finance-park-experiential-learning-manager-8f5c48c9eca05198>

