



Position title	Education Manager, High School Partnerships
Reports to	Director of Education
Submit materials to	jobs@janewengland.org
Compensation	Full-time with benefits (exempt), salary: \$55,000-\$65,000

### Position Description

Junior Achievement of Greater Boston (JA) seeks an Education Manager (EM) for High School Partnerships. This position requires a passion for transforming students' lives through education, an ability to be a self-starter, and strong relationship building with an emphasis on project management skills. The EM will be responsible for all high school partnerships in a portion of JA's impact communities. JA's current impact communities are Boston, Brockton, Chelsea, Lawrence, Lowell, Lynn, Quincy, Somerville, and Worcester. The division of communities amongst the two EMs for High School Partnerships will happen during the summer of 2022. A successful candidate will be highly organized, able to successfully manage multiple projects with competing timelines, motivated, creative, innovative, collaborative, and comfortable leading partnerships. This position works closely with the entire Education team, which is comprised of Education Managers for High School Partnerships (2) and Middle School Partnerships (1) and will report to the Vice President of Programs.

This is a full-time position and is currently remote except for in-person school meetings and some JA events, which all staff are expected to attend. The Education Manager will be supplied with a laptop and monitor. Must have reliable internet. Must have reliable access to a vehicle or be able to commute to sites without issue. Shared office space is available at JA's Innovation Center at RSM at 80 City Square in the Charlestown neighborhood of Boston.

### Primary Responsibilities

- Develop, expand, and maintain high school partnerships with emphasis on JA Certified Schools in our impact communities.
  - Create partnership plan and subsequent JA Certified School Agreement with high schools in assigned impact communities
  - Become an expert in JA's high school programs and curriculum
  - Support teachers and volunteers to ensure quality of programs through training, regular phone calls, and in-person class visits
  - Ensure data is collected, organized, and shared with appropriate stakeholders, including JA staff
  - Manage all record-keeping, including appropriate school, teacher, and volunteer data is captured and entered in BCRM in a timely manner
- Conduct work to produce high quality experiences and outcomes for all partners both internally and externally through attention to detail, a high level of organization and communication, and strategic, thoughtful, and innovative planning and implementation
- Train volunteers and partners to deliver JA programs effectively and enthusiastically
- Possess an unwavering focus on providing excellent customer service to a wide range of stakeholders: educators, school administrators, corporate employees, and executives
- Work in collaboration with Development, Marketing, and Programs Teams to meet goals and fulfill funding obligations

- Collaborate with Development to complete grant proposals and grant reports
- Enthusiastically take on other assigned projects as necessary
- Support organization at special events, board meetings, and other meetings or events

### Skills and Qualifications

- Associate degree, bachelor's degree, or equivalents, preferred
- Minimum three years' experience in a project management or event planning role
- Prior experience working within the education space preferred, but not required
- Strong familiarity with our impact communities
- Desire to bring creativity and innovation to the approach to the role
- Strong organizational and planning skills with impeccable follow through
- Strategic, detail-oriented, and high caliber work ethic is a must
- Ability to work well in a highly collaborative team environment
- Polished presentation style, executive presence, and strong interpersonal and oral/written communication skills
- Ability to manage multiple priorities and keep up with a fast-paced work environment
- Must have proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint, Publisher)
- Knowledge and experience with a CRM system, preferably Blackbaud (e.g. Raiser's Edge), and familiarity with Asana a plus
- Ability to work independently and effectively virtually now and in the future
- Bi-lingual a plus, particularly Spanish

### About Junior Achievement

Junior Achievement's (JA) mission is to inspire and prepare young people to succeed in a global economy. JA is the world's largest organization dedicated to educating young people on financial literacy, workforce readiness, and entrepreneurship through programs taught by trained corporate or community volunteers in schools and at after-school sites throughout the world.

Junior Achievement of Greater Boston provides economic mobility and opportunity to youth in Central and Eastern Massachusetts with a focus on Boston, Brockton, Chelsea, Lawrence, Lowell, Lynn, Quincy, Somerville, and Worcester. JA prepares youth to effectively manage their finances, build critical skills for the workforce, develop entrepreneurial mindsets, and increase their confidence, which empowers them to break the cycle of poverty.

In response to the systemic poverty and inequalities experienced by the most underserved populations in our impact communities, our chapter embarked on an ambitious plan to address the generational challenges inherent in these communities as our organization's top priority. We believe that leveling the playing field for young people from disadvantaged socioeconomic circumstances empowers them to succeed and strengthens our communities, region, and country. JA of Northern New England seeks to close the wealth and opportunity gaps in nine inner-city communities in Massachusetts by creating middle school to career pathways; igniting youth entrepreneurship; and preparing financially savvy youth.

### Corporate Culture Statement

We hire the best people, not just the best talent. We work together as one team to deliver our mission. We treat each other with respect, communicate clearly, value diverse opinions, and challenge the status quo on our quest for continuous improvement. We value our people and offer them competitive compensation/benefits, schedule flexibility, and purposeful professional/personal development opportunities. We treat all our stakeholders as important contributors to our ultimate goal of delivering on our mission to inspire and prepare young people to succeed in a global economy.

*JA provides equal employment opportunities for all applicants. We do not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status. We encourage applications from candidates who can complement our diversity, equity, accessibility, and inclusion work by offering unique perspectives and understanding of issues impacting groups that have been traditionally under-represented in the field.*