



Junior Achievement of South Florida - Workforce Development Program Manager

Position Description:

The Workforce Development Program Manager will manage multiple JA Career Bound programs and any/all other workforce readiness initiatives. The JA Career Bound program, introduces high school students to essential career skills to better prepare them for future employment. Applicants must be passionate about JA's mission and inspiring our students to reach their full potential. Manager must have ability to build strong relationships with school administrators and guidance counselors, business leaders and volunteers, while also leading groups of high school students once a month during the school year. The Manager will need to have the skills and creativity to take this program to the next level and design other programs as needed around this pillar of JA's mission. This position reports to the Sr. Director of Workforce Development & Entrepreneurship.

Primary Duties and Responsibilities:

- Manage and grow the JA Career Bound programs (currently includes 150 students).
- Manage all JA Career Bound program budgets without overages.
- Develop and implement a plan for annual recruitment of students throughout the school year.
- Develop and maintain relationships with educators and administrators.
- Recruit volunteers with emphasis on corporate groups willing to participate in program days.
- Secure companies to sponsor and host industry focused program days.
- Assure program quality through each program day through monitoring, service and support.
- Design, administer, collect and analyze program evaluations, surveys and pre/post tests.
- Prepare and provide program materials, feedback and resources to students and volunteers.
- Organize and implement teacher, volunteer, mentor and staff trainings.
- Teach JA Career Bound curriculum as needed.
- Identify and cultivate new corporate connections, guest speakers and mentors.
- Plan and organize all program days, working with host sponsors and outside vendors to arrange all logistics, including transportation, food, and beverage needs.
- Secure all in-kind food & beverage needs.
- Ensure JA Career Bound students represent JA in a professional manner.
- Plan, organize and implement all JA Career Bound program student retreats.
- Plan, organize and implement all JA Career Bound program graduations.
- Develop and implement volunteer recognition efforts.
- Identify student participants to serve as JA Career Bound Ambassadors.
- Work with marketing team to increase awareness of program, share successes and increase recruitment.
- Establish and cultivate an active JA Career Bound alumni base.
- Organize and implement the JA Career Bound Business Plan Competition and graduation.

- Continually enhance and improve the JA Career Bound programs through student and volunteer feedback.
- Work with Sr. Director to assess student's industry and job interests and to match them with appropriate internship opportunities.
- Identify program gaps and needs and explore ideas for new workforce development programs.
- Assist with other workforce development initiatives.

Knowledge, Skills, and Abilities:

- Strong communications skills (written/verbal)
- Overall friendly and professional demeanor
- Energetic, cheerful and positive when communicating with students, parents and partners.
- Creativity in designing/identifying fun, leadership and team building activities for high school students.
- Ability to manage all details of an entire program and meet deadlines.
- Ability to handle several tasks simultaneously in a dynamic, deadline-driven, team-oriented environment.
- Interpersonal savvy to deal with high level donors, sponsors, vendors, volunteers and other external contacts.
- Highly organized and results, action and solutions-oriented.
- Unquestionable personal code of ethics, integrity, diversity and trust.
- Self-starter; ability to anticipate next steps; proactively take actions necessary to produce results.
- Resourceful; creative problem solver.
- Ability to contribute to a positive organizational culture.
- Build trust internally and externally, and discretion to handle confidential information.
- Solid interpersonal skills and being able to be a powerful and efficient communicator.
- Strong relationship management skills with the ability to work with a variety of constituents, including
- educators, volunteers, and funders.
- Excellent organization, presentation, and communication skills.
- Commitment to providing superior customer service.

Experience and Qualifications:

- Bachelor's degree in education, business, or a related field or equivalent work experience.
- Education and/or nonprofit background preferred.
- Strong computer literacy, including Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Demonstrated ability to manage programs, complex projects, and people.
- Experience managing/supervising a youth program a plus.
- Experience working with schools and/or community organization a plus.
- Reliable transportation is needed as local travel will be required to speak to donors, attend conferences and manage program implementation (mileage will be reimbursed).

Compensation and Schedule:

- This is a salaried position with a compensation package that includes generous Paid Time Off, medical
- benefits fully paid for the employee and additional workplace benefits.

- Regular work hours are 8:30am – 5pm, however fulfilling responsibilities may require additional hours.
- Occasional special event support will be required on some weeknights, weekends, and holidays.

Physical Requirements: The physical demands described 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 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

About Junior Achievement of South Florida: Junior Achievement of South Florida (JA) inspires and prepares youth to succeed in a global economy. JA provides real-world training in financial literacy including budgeting, spending, investing and the use of credit; offers cutting-edge skill-building opportunities that enable young people to explore meaningful, productive careers; teaches students how to start businesses; and introduces entrepreneurial values that strengthen workplaces. Last year, with the help of over 7,000 trained corporate and community volunteers, JA delivered twenty-plus various programs to almost 50,000 students in classrooms throughout Broward and south Palm Beach Counties.

For more information, please visit www.jasouthflorida.org.

To apply, please send your cover letter and resume to Debbie.Elliott@JASouthFlorida.org with the subject line of “WORKFORCE MANAGER”.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company’s brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company’s business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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