

Program Associate

Date: December 2019
Position Title: Program Associate
Department: Program / Education
Hiring Salary: Entry Level with Full Benefits
Reports To: Alicia Fusco, AVP Student Leadership Programs

Position Concept:

JANJ Program Team seeks an Associate to help implement financial literacy & work readiness programs in Northern New Jersey specifically Essex and Hudson County. Excellent opportunity to learn about program management, and have the opportunity to interact with school administration, corporate executives, volunteer role models and impact thousands of NJ school aged children. This position increases public awareness, plans methods of recognition, assures program quality and expansion, and maintains strong school relations.

Job Description:

- Recruits and renews commitments of schools/teachers. Develops and delivers presentation to schools/teachers.
- Recruits program volunteers to meet program goals by renewing existing volunteer sources, and helping to secure new volunteer sources. Develops and delivers recruiting presentation.
- Submits registration forms to Junior Achievement USA Headquarters. Ensures accuracy of program information in BCRM database.
- Develops and implements methods of volunteer recognition, planning logistics of event(s); informing consultants, teachers, school administrators and business executives of event(s); planning and distributing appreciation materials.
- Ensures program quality through phone calls, classroom monitoring, participant servicing, evaluation instruments and newsletters. Continually provides feedback, program materials and resources to consultants and teachers.
- Promote events through our social media platforms.

Education / Experience:

Required:

Bachelor's degree or equivalent. Strong oral/written communication, organization/planning, marketing, and interpersonal skills. Computer literacy. Technical experience. Creativity. Evidence of problem solving. Self- motivation. Reliable and flexible transportation.

Desired:

Experience in education or business and/or familiarity with area schools and businesses.

Please send resume and questions to Alicia Fusco, JANJemployment@gmail.com

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.