

Junior Achievement of Greater Hampton Roads Education Program Manager

Position Summary

The Education Program Manager is responsible for managing and executing Junior Achievement programs across an assigned portfolio of schools. This role ensures high-quality program delivery, strong partnerships with educators, and effective coordination of volunteers to support meaningful, career-connected learning experiences for students.

Operating within Junior Achievement's established curriculum and delivery model, the Education Program Manager focuses on program fidelity, consistency, and continuous improvement. The role also supports stronger data collection and feedback practices to help the organization better understand and improve student outcomes over time. This role owns day-to-day execution of programs across assigned schools while contributing to the overall success of the education team.

Full benefits include medical/dental/life insurance (premiums paid in full for employee-only coverage), eligibility for matched retirement plan (401k) after one year, partial work-from-home, flexible schedule, travel reimbursement, and paid time off.

Key Responsibilities

- Manage and execute JA programs across an assigned group of schools, ensuring alignment with curriculum standards and delivery expectations
- Serve as the primary point of contact for educators and school partners, building strong, professional relationships and supporting ongoing engagement
- Manage relationships with assigned educators and school partners, supporting consistent communication, engagement, and program delivery
- Prepare and coordinate classroom volunteers, ensuring they are equipped to deliver a high-quality student experience
- Ensure program fidelity across key JA offerings (e.g., JA Day, Company Program, Finance Park), including preparation, delivery, and follow-up
- Manage day-to-day program logistics, including scheduling, materials coordination, and communication with schools and volunteers
- Support implementation and reinforcement of school agreements (MOUs) to strengthen consistency and expectations across programs
- Collect, maintain, and report program data, including participation, feedback, and basic outcome indicators
- Ensure programs meet Junior Achievement implementation standards and that all required JA USA data, reporting, and compliance deadlines are completed accurately and on time
- Identify opportunities to improve program delivery and escalate challenges or inconsistencies as needed
- Provide hands-on support for JA events and special initiatives, contributing to successful execution across the organization

- Work collaboratively as part of a team, supporting colleagues as needed to ensure overall program success
 - Demonstrate flexibility and responsiveness in adapting to changing school schedules, volunteer needs, and last-minute program adjustments
 - Collaborate with internal team members to ensure smooth execution of programs and alignment with organizational priorities
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Experience

- 0–2 years of experience in education programs, youth development, nonprofit program coordination, or a related field
 - Demonstrated ability to manage relationships and coordinate multiple stakeholders required, even in academic, internship, or volunteer settings
 - Experience working with schools, educators, or volunteers is preferred
 - Familiarity with curriculum-based programming or classroom environments is a plus
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Skills & Expertise

- Strong organizational skills with the ability to manage multiple schools, schedules, and priorities
 - Effective relationship management skills, particularly with educators and community volunteers
 - Represents Junior Achievement in a professional and reliable manner in school and community settings
 - Clear and professional communication skills, both written and verbal
 - Ability to operate within established systems while adapting to day-to-day program needs
 - Team-oriented mindset with a willingness to support broader organizational needs beyond assigned responsibilities
 - Flexibility and problem-solving skills in dynamic, fast-paced environments
 - Attention to detail in managing logistics, materials, and program data
 - Developing ability to track performance, interpret feedback, and support continuous improvement
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Job Competencies

Autonomy

Operates with moderate independence in managing assigned schools and programs. Exercises judgment in day-to-day coordination while consulting with leadership on complex issues or program changes.

Decision Making

Makes decisions related to program logistics, scheduling, and delivery within established guidelines. Escalates decisions that impact broader program quality, school partnerships, or resource allocation.

Organizational Impact

Directly impacts the quality, consistency, and reach of JA programs at the school level. Contributes to stronger educator relationships, improved program fidelity, and more reliable program data to support organizational goals.

Expected Outcomes & Measures of Success

- Consistent, high-quality execution of JA programs across assigned schools
- Strong, positive relationships with educators and school partners
- Effective coordination and preparedness of classroom volunteers
- Improved program fidelity across key offerings, including Company Program and Finance Park
- Accurate and timely program data collection and reporting
- Positive feedback from educators, volunteers, and students
- Increased consistency in school participation and engagement over time
- Successful execution of JA events and team-based initiatives

It is Junior Achievement of Greater Hampton Roads Inc.'s policy to provide equal opportunity employment to all applicants and Employees. Employees are reminded that they have legal rights concerning freedom from discrimination or harassment based on race, color, religion, age, sex, national origin, disability, veteran status, or any other protected characteristic as established by law.