



Position Title: Program Manager

Reports To: President

Supervises: Two Part-Time Program Coordinators

Location: East Peoria, IL (not a remote position)

Employment Type: Full-Time, Exempt

Organization Overview:

Junior Achievement of Central Illinois (JA) is a nonprofit organization dedicated to inspiring and preparing young people to succeed in a global economy. Through partnerships with educators, volunteers, and businesses, JA delivers hands-on, experiential learning in financial literacy, work readiness, and entrepreneurship to students across Central Illinois.

Position Summary:

The Program Manager is responsible for the planning, coordination, and execution of Junior Achievement K–12 programs throughout Central Illinois. This role ensures high-quality program delivery, cultivates relationships with schools and volunteers, and supports the organization's mission to empower young people to own their economic success. The Program Manager also provides direct supervision and support to two part-time Program Coordinators, ensuring alignment with organizational goals and consistent program quality.

Key Responsibilities:

Program Implementation & Management

- Oversee the delivery of JA programs in assigned school districts and communities.
- Oversee the process of recruiting and matching volunteers with classrooms, ensuring timely delivery of materials and support.
- Monitor program quality and fidelity through classroom visits, teacher/volunteer feedback, and data tracking.
- Maintain accurate records of program activity in CRM system.

Team Leadership & Supervision

- Supervise, coach, and support part-time Program Coordinators.
- Delegate tasks and manage workloads to ensure efficient program delivery.
- Conduct regular check-ins, performance reviews, and professional development planning.
- Foster a collaborative and mission-driven team culture.



Relationship Management

- Build and maintain strong strategic relationships with educators, school administrators, and community partners.
- Recruit, train, and support volunteers to ensure successful program facilitation.
- Represent JA at community events, school meetings, and volunteer fairs.

Data & Reporting

- Track program metrics and outcomes for internal reporting and grant compliance.
- Assist in preparing reports for funders, board members, and national JA office.

Team Collaboration

- Work closely with the development, and marketing teams to align program goals with organizational strategy.
- Support special events, including JA Titan Competition and JA Stock Market Challenge, CareerSpark, and fundraising initiatives.

Qualifications:

Required:

- Bachelor's degree in education, nonprofit management, business, or a related field.
- 3+ years of experience in program coordination, education, or youth development.
- Candidates of all degrees and academic certification will be considered
- Experience supervising or mentoring staff or volunteers.
- Strong organizational and time-management skills.
- Excellent verbal and written communication and interpersonal skills.
- Experience working effectively in a fast-paced environment.
- Strong customer service and project management skills
- Proficiency in Microsoft Office and CRM systems.

Desired:

- Experience working with volunteers or in a school setting.
- Familiarity with Junior Achievement programs or similar youth-serving organizations.

Core Competencies:

- Influence Others: Provide sound rationale for recommendations; generate enthusiasm for ideas by tapping into shared values. Promote own positions and ideas with confidence and enthusiasm even in the face of resistance.



- Build Relationships: Adjust interpersonal style to a variety of people and situations; cultivate networks with people across a variety of functions within and outside the organization.
- Support Business Strategy: Demonstrate an understanding of JA's mission, vision and overall strategies; align own activities with organization's goals and strategies.
- Drive for Results: Consistently achieve work objectives; readily put in time and effort required to achieve goals. Work to resolve routine, unexpected problems.
- Demonstrate Adaptability & Resourcefulness: Overcome obstacles and constraints without becoming discouraged; maintain a positive outlook and sense of humor in difficult situations.
- Make Sound Decisions: Identify novel solutions to old problems; come up with new ways of looking at problems, processes, or solutions. Define reasonable alternatives; focus on important information without getting bogged down in unnecessary detail.

Work Environment & Physical Demands:

- Must be able to travel throughout Central Illinois (valid driver's license and reliable transportation required).
- Occasional evening or weekend work may be required.
- Ability to lift up to 25 lbs. for event setup or program materials.

Compensation & Benefits:

- Competitive salary commensurate with experience.
- Health, dental, and vision insurance.
- Paid time off and holidays.
- Professional development opportunities.

How to Apply:

Please submit your resume and a cover letter detailing your interest in the role and alignment with JA's mission to: education.centralillinois@ja.org by July 31, 2025.