



## **JUNIOR STATE OF AMERICA FOUNDATION**

Job Title: Program Director  
Department: JSA Programs  
Reports to: Chief Program Officer

### **About the Organization:**

*Concerned about the future of American democracy? Excited about the rising generation of leaders? Interested in supporting a brighter future for all, and helping create a more productive dialogue across difference? Join the team at the Junior State of America Foundation!*

Since 1934, the allpartisan Junior State of America (JSA) has helped more than 400,000 students acquire the knowledge and skills necessary to be active participants and effective leaders in all facets of our society. With our student-led, student-run model and rigorous learning opportunities, JSA enables students to experience the challenges and responsibilities of leadership and connecting across difference, while developing 21<sup>st</sup> century skills applicable in any endeavor. JSA Chapters serve as centers of political awareness in schools, JSA conventions bring thousands of students together to learn with one another, and JSA summer programs offer campus-based, college-level experiences. We are committed to developing an even more ideologically, geographically, and demographically diverse set of leaders, who work over their lifetimes to build our nation's future.

For more information, please visit our website: [www.jsa.org](http://www.jsa.org).

### **Position Summary:**

The Program Director will support the chapters, student leaders, teacher/advisors and programs of the Junior State of America in the Northern California and Arizona regions. During the school year, the Program Director will work with the elected student leaders of the Junior State of America to conduct educational conventions and conferences, as well as chapter leaders and teacher advisors to support chapter activities on high school campuses.

During the summer, the Program Director will serve as an administrator at a residential summer program of The Junior State of America Foundation, with responsibilities ranging from reviewing student applications and making admissions decisions to developing and running a high-level speakers program involving political leaders, journalists, lobbyists and other influential figures, to the day to day activities of running of a youth summer program. Additionally, the Program Director will live on campus during the duration of the program, including a week of staff training (around four weeks in total).

The position draws from a wide variety of skill sets, and the ideal candidate will be a self-starter with an entrepreneurial mindset, a passion for national, state, and local politics, and a commitment to the development of young people. The Program Director must successfully maintain and cultivate relationships with dynamic student leaders, parents, teachers, politicians, and institutions as well as manage program budgets, staff and logistical arrangements. Regular travel and occasional weekend work are the norm.

Candidates must be able to work in the Oakland JSA office.

### **Duties and Responsibilities**

As an Organizational Leader, the Program Director will:

- Work with Junior State of America leaders to conduct student-run political awareness and civic education programs of the highest educational quality.
- Set and achieve growth targets for chapters and convention attendance in assigned areas
- Serve as primary point of contact with student chapter presidents and teacher/advisors; help to build strong, active chapters.

- Identify opportunities to diversify JSA by recruiting students and/or building chapters to increase the participation of underrepresented groups.
- Support the Junior State's ongoing fund development efforts for JSA programs, including identifying and cultivating donors, supporting efforts to host donors at school-year events, and reporting to donors on project progress.

As an Educational Mentor, the Program Director will:

- Provide mentorship and guidance to elected and appointed JSA student officials; identify, recruit, motivate and inspire young leaders who show leadership potential.
- Serve as a resource for civic education and political involvement by staying abreast of local, state, national and international politics; knowing the major political players, policies and politics in each state; and understanding political institutions.

As an Events Manager, the Program Director will:

- Manage logistical arrangements for programs and activities in assigned areas; serve as primary liaison with hotel, university, school and other venue staff as well as vendors.
- Assist or take the lead on negotiating contracts with event venues and vendors.
- Assist or take the lead on managing event budgets including expense management and overseeing on-site registration.

As a Summer Programs Administrator, the Program Director will:

- Assist with the direction, training and management of staff and all aspects of residential life for students.
- Travel to and live on a college campus for the duration of the program.
- Assist or take the lead on managing program budgets, registration processes, developing relationship with host university departments, and other logistical requirements.

### **Qualifications**

- Experience working with high school youth in a classroom or other educational setting
- Bachelor's Degree in a field relating to politics, education, civic engagement, speech and debate, history, among other liberal arts fields. Past experience working with youth and youth development programs preferred. Master's degree welcome.
- Strong organizational, problem-solving, and analytical skills.
- Excellent interpersonal skills, including the ability to develop relationships with a diversity of stakeholders, from high school students to elected officials to donors.
- Good judgment with the ability to make timely, independent decisions.
- Entrepreneurial and innovative mindset, including creativity and flexibility, as well as strong team-building skills.
- Excellent written and verbal communication skills.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Proficient in Microsoft office. Knowledge of Salesforce a plus.
- A driver's license.

### **Working Conditions and Travel**

We work with 14,000 of the most interesting and promising high school students in the nation; 140,000 interesting and engaged alums; and 20 dedicated and welcoming team members.

We have two recently renovated offices: on the waterfront in Oakland's Jack London Square, and in Washington DC's vibrant Dupont Circle. Both easily accessed by public transportation. Well-lighted, heated and air-conditioned indoor office setting with adequate ventilation. Requires working occasional weekends and weeknights.

**Application Deadline:** Rolling deadline.

**How to Apply:** Email resume and cover letter to [jobs@jsa.org](mailto:jobs@jsa.org). Include “**Program Director – (Your Name)**” in the subject line. Due to the high volume of interest, we cannot accept phone calls.

**Preferred Start Date:** The position is currently open. Preferred start date is as soon as possible.

**Compensation & Benefits**

The salary range is between \$50,000 and \$60,000. We value our employees’ time and efforts. Our commitment to your success is enhanced by our competitive annual compensation, commensurate with experience, and by an extensive benefits package that includes paid time off; compensatory time off; Employee Assistance Program; medical, dental and vision benefits; and a commitment to individual growth and professional development.

*Junior State of America (JSA), an equal opportunity employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination; all qualified applicants will receive consideration for employment. JSA is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.*