



## **JUNIOR STATE OF AMERICA FOUNDATION**

Job Title: Program Manager

Department: Programs

Reports to: Chief Program Officer

### **About the Organization:**

Junior State of America Foundation (JSAF) was created by and for young people interested in what happens around them - from politics, to how the government works, to making real change in their communities. JSA educates and prepares high school students to be active participants and effective, ethical leaders in our democratic society. The student-led JSA empowers a diverse community of passionate young leaders to learn together, think critically, advocate opinions thoughtfully, respect opposing views and promote the common good.

Since its founding, more than 500,000 students have graduated high school as more active, informed members of their community as a result of their participation in JSA. Participants learn how to engage civilly in political discourse. They cultivate democratic leadership skills, challenge one another to think critically, advocate their own opinions, develop respect for opposing views and learn to rise above self-interest to promote the public good. As a nonpartisan, nonprofit organization, JSA is committed to developing a diverse, cross-section of young leaders for a democratic society.

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

### **Position Summary:**

The Program Manager will support student leaders, teachers/advisors, and the educational programs of the Junior State of America Foundation (JSAF). In this role, the Program Manager will participate in the design and implementation of all student engagement activities.

The Program Manager will sometimes serve at residential summer programs of JSAF, with responsibilities ranging from reviewing student applications, to supporting and implementing programs, as well as the day-to-day activities of running a youth summer program. Program staff live on campus during the duration of the program, including a week of staff training (approximately four weeks in total).

The position draws from a wide variety of skill sets, and the ideal candidate will be a self-starter with a growth mindset; a passion for national, state, and local politics; a commitment to the development of young leaders; and a background in education and/or youth development. The Program Manager must successfully maintain and cultivate relationships with dynamic students, parents, teachers, and partners. Travel and occasional weekend and evening work are the norm, though JSA does provide compensatory time off for weekend work.

### **Duties and Responsibilities**

As Program Manager you will:

- Work with Chief Program Officer, Program Staff, and student leaders, to design, develop, and implement programs that align with the Program Goals and Outcomes of JSA's Civic Engagement Model.
- Work with student leaders to conduct student-led political awareness and civic education programs of the highest educational quality.
- Some Program Managers act as State Directors and serve as the primary point of contact with student leaders and teacher/advisors in JSA regions.
- Provide mentorship and guidance to elected and appointed JSA student officials.

- Act as project support and/or project manager on special initiatives focused on engaging students, parents, alumni, and teachers.
- Coordinate and support 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 in negotiating contracts with event venues and vendors.
- Assist in managing event budgets including expense management and overseeing on-site registration.
- Assist with the direction of staff and all residential life for students during summer programs.
- Assist in managing program budgets, registration processes, developing relationships with host university departments, and other logistical requirements.
- Assist the program staff in day-to-day operations, including data-entry projects, triaging email inboxes, creating SOP documents and processes, and supervising interns and associates.

### Qualifications

- Bachelor's Degree in education, social sciences, history, or related field.
- Past experience working with youth or in youth development programs required.
- Experience in teaching or facilitation preferred.
- Experience in virtual education or program delivery is preferred.
- Strong organizational, problem-solving, and analytical skills.
- Good judgment with the ability to make timely, independent decisions and the ability to develop appropriate relationships with young people.
- Excellent written and verbal communication skills.
- Proficient in the Google Suite, Google Apps and Google Apps for Education.
- Experience in Salesforce or other CRM preferred.

### Working Conditions and Travel

We work with 14,000 of the most interesting and promising high school students in the nation; more than 140,000 interesting and engaged alums; and 15 dedicated and welcoming team members. Travel to student events and programs will be required. Travel to the Oakland office for meetings, retreats and/or training will be required. Much of this travel will be on weekends and during the summer. **This is a remote position.** When you are not traveling on behalf of JSA, you will be working from home.

**Application Deadline:** August 22, 2021

**Preferred Start Date:** The position is currently open. Preferred start date is October 4.

**How to Apply:** Please email your resume and thoughtful cover letter specific to this opportunity to [employment@jsa.org](mailto:employment@jsa.org) . Include “**JSA Program Manager – (Your Name)**” in the subject line. Due to the high volume of interest, we cannot accept phone calls.

### Compensation & Benefits:

Junior State of America Foundation values our employees' time, efforts, and commitment to fulfilling our mission. Our commitment to your success is enhanced by competitive compensation of \$50K – \$55K annually, along with a generous benefits package including employer paid healthcare, paid time off, employer contribution to the retirement plan and remote working.

*We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability status, protected veteran status, or any other characteristic protected by law.*