



In-School Program Manager

COMPANY SUMMARY:

Junior Achievement of Northern Indiana's (JANI) purpose is to inspire and prepare youth to achieve economic freedom through financial literacy, work and career readiness, and entrepreneurial experiences. JANI seeks candidates that are passionate in their work, committed to excellence, have a high level of integrity, value relationships, and believe in the power of collaboration.

POSITION:

The In-School Program Manager is responsible for supporting the planning, coordination, and execution of Junior Achievement programs that serve K-12 students in the classroom. This role focuses on developing strong school, educator, and volunteer partnerships, to ensure high-quality implementation of JA learning experiences. This role is based out of the JANI Headquarters and is a **40-hour, full-time position**, focusing on Dekalb and LaGrange County Programming. The In-School Program Manager plays a key role in advancing JA's mission to empower individuals by helping them see the clear connection between their education and their future.

KEY RESPONSIBILITIES:

- ☐ School and District Relationship Management
 - Build and maintain school and district relationships
 - Conduct regular meetings and outreach
 - Identify program opportunities aligned with school needs, including In-School, Experiential Learning Centers, and Innovation Programming
 - Maintain district level Partnership Agreements
- ☐ Program Implementation
 - Coordinate and deliver in-school JA programs from start to completion
 - Ensure all classes are completed and verified in a timely manner and ensure program quality and adherence to JA USA Implementation Standards
 - Create and implement a stewardship plan for Principals and Educators
- ☐ Volunteer Engagement
 - Recruit returning and new volunteers
 - Support volunteers throughout program timeframe (August-May)
- ☐ CRM & Data Management
 - Follow and implement CRM management for all in-school program classes and activities
- ☐ Reporting and Accountability
 - Maintain program reports
 - Update program update and progress reports for monthly or quarterly board meetings
- ☐ Operational Management (Kits & Materials)
 - Manage inventory and distribution of kits/material
- ☐ Team & Organizational Engagement
 - Attend and participate in required meetings
 - Attend trainings and Professional Development opportunities as assigned
 - Some travel, nights, and weekends required for events, board meetings, and school meetings

SKILLS:

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| ☐ Excellent communication skills | ☐ Proven excellent reasoning and judgement |
| ☐ Ability to manage multiple priorities | ☐ Ability to work in a team environment |
| ☐ Organized and detail oriented | ☐ Ability to meet new people and build rapport easily |
| ☐ Advanced computer skills | ☐ Self-motivated |
| ☐ Strong problem-solving abilities | ☐ Ability to discover new opportunities |

EDUCATION/EXPERIENCE:

- ☐ A Bachelor's degree or equivalent experience preferred.
- ☐ Previous volunteer recruitment and/or sales experience preferred.

☐ Previous experience in education a plus.

Please email cover letter with resume or direct any questions about the position to:

Adrienne Dircksen | In-School Director
Junior Achievement of Northern Indiana

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