



## **Education Manager, Entrepreneurship**

**Scope:** **Full-time**  
**Reports to:** **Education Director**

**Position Description:** JA of the Chisholm Trail is seeking an organized, innovative, and mission-minded individual to aide in design and implementation of scalable education programs. By leveraging existing programs and developing new programs, they will work closely with the Education Director to provide equitable solutions in response to the needs of our community and requirements of Texas Education Standards. This is a full-time position. Competitive salary range depending on experience. Benefits include healthcare coverage, paid time off and 401k match.

### **Duties & Responsibilities**

#### Program Implementation

- Develop and organize student events related to entrepreneurship experiences.
- Assist in the development of curriculum specifically related to entrepreneurship experiences.
- Develop and lead quality training for teachers and administrators in curriculum content and TEKS alignment.
- Register educators, classes, and volunteers in JACT's Program database.
- Ensure complete implementation of assigned programs.
- Assist in developing pre- and post-surveys for students and educators ensuring efficacy of programs.
- Model effective use of technology in personal productivity and instructional applications.
- Be knowledgeable in all JA USA program offerings by attending education trainings/webinars staying abreast of program updates, pilots, and requirements.
- Develop presentations for both educators and volunteers creating program buy-in.
- In collaboration with JACT staff, assist in volunteer and educator recognition initiatives.

#### Stakeholder Support Assistance

- Be responsive as first point of contact to all stakeholders within the various programs being developed and implemented.
- Keep updated and accurate information in JACT's constituency database.
- Meet with stakeholders as needed ensuring their confidence in their respective role within a program; Follow up as needed.
- Respond to individual stakeholder concerns with accurate information in an effective and timely manner.
- Email stakeholders program reminders.
- Provide technical assistance to campuses, districts, charter schools as needed.

#### Miscellaneous

- Work collaboratively with team in the solicitation, cultivation and stewardship of new and existing funders.
- Attend and support JACT fundraising events as needed.
- Administrative tasks as assigned.
- Assist in developing marketing content (e-newsletter, social media, etc.) showcasing programs.

#### Qualifications

- Bachelor Degree from an accredited college or university with major in areas related to education, human services, social work or psychology
- Two years of experience in adult education training or administration serving diverse populations

- Proficient with Microsoft Office suite (i.e. Word, Excel, Power Point)
- Experience with and proficient with CRM for data collection and reporting (i.e. BCRM)
- Familiarity and experience in the use of virtual learning platforms (i.e. MS Teams, Zoom)
- Familiarity in designing training material for adults
- Ability to work under stress and meet deadlines
- Excellent project management and execution skills
- Ability to implement and manage processes for greater efficiency
- Correspond with constituents/vendors and represents JACT in highly professional manner
- Ability to work in a team environment and help other departments when needed
- Willingness to take on other duties as assigned

**Physical Requirements:** The following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, walk; occasionally required to reach with hands and arms; continually required to talk or hear; occasionally required to bend, lift, or climb; and frequently required to lift and carry 25 pounds). Specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

JA of the Chisholm Trail is an equal opportunity employer.