



**Title:** Program Manager

**Location:** Office headquarters in Wilkes-Barre, PA, with regular travel to schools across NEPA

**Type:** Part-Time (20-25 hours/week)

Are you looking to make a meaningful difference in students' lives? Junior Achievement's YES! (Your Economic Success) Day program brings real-world learning into middle schools, connecting classroom lessons to future success through hands-on activities in career exploration, STEM, personal finance, and more.

Reporting to the Manager of YES! Learning Experiences, the **Program Manager** will lead the coordination and delivery of engaging YES! Day events across 30+ schools in NEPA. This position is ideal for someone who thrives in dynamic environments, excels at managing details, and is passionate about empowering students through real-world learning experiences. While the role requires regular in-office presence to support team collaboration and program delivery, it offers a flexible weekly schedule and lighter summer hours aligned with the school calendar.

### **What You'll Do**

- Lead the planning and execution of YES! Day events
- Supervise and support YES! Day staff and volunteers
- Coordinate logistics with schools and community partners
- Ensure program quality and implement evaluation strategies
- Represent JA NEPA in the community with professionalism and enthusiasm

### **Ideal Candidate**

- Passionate about youth development and education
- Excellent communication and interpersonal skills
- A proactive multitasker with strong organizational skills
- Program management, event planning or team coordination experience preferred

At Junior Achievement of NEPA, we provide career-connected learning that combines academic instruction with real world experiences and application. Our team is passionate about empowering students through hands-on learning experiences that build confidence, and we believe that every student deserves the opportunity to succeed. If you're energized by meaningful work and thrive in a supportive, purpose-driven environment, you'll feel right at home here.

If you're interested in learning more, please send your resume and cover letter to Alysia Clancy (alysia.clancy@ja.org) with the email subject: **Your Name, Position**. Only candidates selected for an interview will be contacted.