

**Junior Achievement of the Chisholm Trail**  
**(Fort Worth, Texas)**  
**Education Manager**  
**Job Description**

**POSITION CONCEPT:**

Junior Achievement's programs educate and inspire young people to succeed in school, life, and career.

This position is JA's primary point of contact with local companies, organizations, and schools for the placement and operation of our education programs. Positions Junior Achievement as a solution provider for workforce readiness, financial literacy, and entrepreneurship.

The candidate should be people-oriented who has the skills to interact with many different constituencies. The candidate should also have strong organization skills, the ability to manage detail information, and a positive, can-do approach to the job. JA strived to create "Raving Fans" from all constituents we work with.

**PRIMARY RESPONSIBILITIES:**

1. Manage relationships with educators including principals, teachers and other school personnel. Conduct recruiting and training presentations to a variety of education audiences. Conduct follow-up and provide customer service to all education partners to ensure quality JA programs in area schools.
2. Manage relationships with corporate partners providing volunteers for JA programs. Recruit, train and place volunteers for JA programs. Conduct follow-up and customer service to ensure quality experience for all partners and students as well as ensure programs meet JA program models.
3. Collect and maintain accurate contact information on schools, teachers and volunteers. Ensure information is entered into organizational database so that accurate and complete information can be sent to JA Headquarters.

**ORGANIZATION RELATIONSHIP:**

This position reports to the President

**EDUCATION/EXPERIENCE REQUIRED:**

**Required:**

- Bachelors degree
- Strong oral/written communication and planning skills.
- Strong organization and time management skills.
- Ability to work in a team environment.
- Computer literate in Microsoft Office to include Word, Excel and Power Point.

**Additional Consideration:**

- Education or corporate sales background.
- Experience with Blackbaud Constituent Relationship Management system (BCRM).

**PLEASE SEND COVER LETTER AND RESUME TO:**

Randal Mays  
President  
6300 Ridglea Place, Suite 400  
Fort Worth, TX 76116  
Email: [rmays@jafortworth.org](mailto:rmays@jafortworth.org)

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.