

**JA South Western Ontario** is a member of JA Canada and part of JA Worldwide (JA), the world's largest not-for-profit organization dedicated to educating young people about business. Through the delivery of hands-on, blended learning in entrepreneurship, financial literacy and work readiness, JA empowers young people to grow their entrepreneurial ideas, hone their work skills, manage their earnings, and secure better lives for themselves, their families, and their communities.

Since 1963, schools in South Western Ontario have relied on JA to prepare young people for success in an ever-changing global economy. JA South Western Ontario is responsible for the geographic area including the counties of Essex, Chatham-Kent, Lambton, Elgin, Middlesex, Oxford, Huron, Perth, Bruce, Grey, Wellington, Waterloo, Brant, Hamilton, Haldimand-Norfolk, and Niagara.

**The JA Program Manager** is responsible for the planning and execution of specific JA programs. The Program Manager will be responsible for all elements of programs, building relationships and partnerships within the Hamilton community to achieve a variety of goals and create a foundation for JA program success in Hamilton.

### **Primary Responsibilities**

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**Program Manager:** Coordinate all activities in support of specific program(s), including the recruitment, registration and scheduling process for participants, businesses, other service providers, and volunteers. Administer and collect required participation and permission forms. Provide orientation and support to participating volunteers and program partners. Review and update existing program materials and adapt delivery method for audience as required, utilizing JA's Learning Management System. Manage program resource needs. Assist in establishing and monitoring program delivery goals, evaluating program success, and completing required reports.

**Volunteer Coordination:** Recruit volunteers through a variety of methods including cooperation with key contacts in JA's community and corporate supporters. Facilitate the volunteer screening and onboarding process and provide training and support to program volunteers. Develop and implement activities to ensure retention and recognition of volunteers.

**Relationship Management:** Develop new and nurture existing relationships with other service providers, businesses, schools, educators, and volunteers.

**Additional duties and responsibilities:** Maintain accurate program records in line with organizational standards and objectives. Represent JA in the community in a positive and professional manner. Support community relations and brand awareness activities in Hamilton. Assist in identifying prospective new funding sources to ensure future program sustainability. Assist in organizing and executing other JA-organized events and activities as required.

### **Education/ Experience**

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- Relevant post-secondary education (ex. Business, Education, Communications, Arts) and/or experience is required.
- Experience in educational program, project or event management is preferred.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams).
- Experience with learning management systems such as Moodle and/ or customer relationship management systems such as Raiser's Edge is considered an asset.
- Current driver's license and access to a vehicle preferred as some local travel may be required.
- Excellent oral and written communication skills.
- Excellent group facilitation and organizational skills.
- Knowledge of the Hamilton community is required, including business, education, and/or service providers.
- The ideal candidate will be innovative and forward-thinking with a passion for providing exceptional learning experiences for youth.

This full-time contract position (40.0 hours per week) begins in May 2022 with regular business hours and some evenings/ weekends. There is the potential for renewal, dependent on funding availability and performance. The salary range for this position is \$40,000-\$45,000 annually. Remote work from a home office with occasional travel to JA's regional office in Kitchener and/or head office in London. The successful candidate must have a suitable quiet environment from which to work, with a desk and reliable and secure internet access. A laptop will be provided. The position reports to the Director, Programs and Operations.

The successful candidate must undergo a Criminal Record Check with Vulnerable Sector Search.

JA South Western Ontario is committed to a diverse, inclusive, equitable and accessible environment where differences are valued and respected in all areas of our business. We welcome and encourage applications from people of all backgrounds and abilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. JA SWO will not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex (including pregnancy and gender identity), sexual orientation, disability, age (18 and over), record of offenses for which a pardon has been granted, marital status (including same sex partners), family status, or any other grounds prohibited by the Ontario Human Rights Code.

Are you ready to be a JA Program Manager? Please submit your cover letter and resume by email to [kchafe@jaswo.org](mailto:kchafe@jaswo.org) by April 22, 2022. We thank all applicants, however, only those selected for an interview will be contacted.

*April 1, 2022*