

HOT JOBS!!



Junior Achievement, Owings Mills, MD, inspires and prepares young people to succeed in a rapidly changing, global economy. Junior Achievement has an immediate need for a full time:

Regional Director: \$48,000 - \$55,000 annually based on experience

Duties & Responsibilities:

- Manages the implementation and quality of all Junior Achievement programs in designated region. Coordinates educator training and technical support with JA Educator-in-Residence. Identifies and pursues opportunities for program expansion.
- Leads volunteer recruitment, training, and retention for in-school and after-school programming. Implements online and in-person volunteer orientation programs, and develops additional digital and printed orientation materials and resources.
- Acts as the primary referral source and works collaboratively with development team to maintain and expand community and corporate partnership opportunities in region. Ensures that grant reporting requirements related to regional programming are met in a meaningful, accurate and timely fashion.
- Increases public awareness in the region through networking, presentations, social media, and other communication vehicles, as requested.
- Assists in budget development for programs and outreach in region and related activities, e.g. volunteer orientation, recognition events. Implements contingency plans for any budget shortfalls.
- Performs other duties as assigned to support program team and other departments.

Education/Experience Required:

- Bachelor's degree or equivalent and four years of work experience in business, non-profit or education field.
- Strong interpersonal/written communication, organizational/ planning and presentation skills. Self-motivated, dependable, and driven.
- Demonstrated track record of networking and outreach skills.
- Proven use of technology platforms for training and communication. Experienced user of MS Outlook, Word, Excel and PowerPoint.
- Ability to work some evenings and weekends, and travel as necessary to maintain regional relationships.

Desired Experience:

- Experience using a learning management system to deliver curriculum and track progress.
- Experience using Microsoft Publisher and social media for volunteer, educator and partner communications.
- Experience using data management/CRM system, such as Razor's Edge or Salesforce. Current or previous membership in community and education organizations, committees or boards.

How to Apply: Please visit Junior Achievement's website at jmaryland.org/about-us for detailed information about this position. To apply, please email cover letter and resume to Steven Braun at sbraun@searchconsultants.org.

Recruitment expires on or before 3/25/16



The Baltimore County Workforce Development System

