



**JA  
Jamaica**

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YOUNG  
PEOPLE**

## **JOB DESCRIPTION: PROJECT MANAGER**

**POSITION TITLE:** Project Manager

**POSITION SCHEDULE:** Full-time - Project Based

**REPORTS TO:** Executive Director of JA Jamaica

### **Organization Summary**

Junior Achievement Jamaica (JA Jamaica) is a non-profit, non-government organization (NGO). The programs are designed to build the economic success of youth ages five (5) through twenty-four (24). Such programmes are based on decades of research, implementation, and reviews by our parent organization, Junior Achievement Worldwide (JAW) which has operations in more than 120 countries.

### **Position Summary**

As a program manager, you will support the implementation and management of the various programmes offered by JA Jamaica. You will be responsible for administrative procedures including weekly and monthly reporting, data collection and input, managing regular communication with stakeholders (teachers, students, principals and volunteers), and the sensitization and training of select stakeholders. The position also involves tasks related to increasing public awareness of the programmes, ensuring that the program quality remains consistent, maintaining strong school relations, and developing yearly project management trackers and planning calendars for the programmes.

### **Primary Responsibilities**

1. Manage the planning and coordination of several special projects to facilitate the successful delivery of Junior Achievement programmes nationally.
2. Work with corporations/companies, NGOs, and CBOs to aid with the implementation of the program for the target youth identified.
3. Recruit and manage program volunteers to aid in meeting program goals by securing new sources for volunteers and renewals from existing volunteer sources. Develop and deliver recruiting presentations.
4. Ensure program quality through consistent phone calls, school/classroom visits, monitoring/observation, student interactions, and program evaluation instruments. Continually provide timely feedback, program materials and resources to partners, students, principals, and teachers as needed and/or requested.
5. Recruit program volunteers to meet program goals by securing new sources for volunteers and renewals from existing volunteer sources. Develops and delivers recruiting presentations.



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6. Support volunteer orientation programmes, i.e., securing the location of training, developing and preparing orientation materials, scheduling volunteers/teachers, ordering program materials, and distributing registration and evaluation forms as a part of required data collection and management.
7. Develop and implement methods of volunteer recognition, i.e., planning logistics of event(s); informing teachers, school administrators and business executives of events; planning and distributing appreciation materials.
8. Responsible for preparing and submitting weekly and monthly project reports and providing data updates according to outlined deadlines.
9. Assist with the development of an annual calendar for the project that includes events, procedures and responsibilities to be accomplished.
10. Manages relationships with stakeholders, in submitting proposals for possible sponsors.
11. 25-50% of time travelling to schools, companies and community organizations to facilitate meetings, training and/or program delivery nationally.
12. Assist with Board Meeting organisation.

### **Education and Experience Required**

- A minimum of a bachelor's degree with at least three years of business/education experience.
- Proven oral and written communication skills.
- Must have the ability to manage multiple priorities, be self-motivated and be highly organized.
- Must be comfortable with public speaking/presenting to varied audiences (school leadership, corporate leaders, students, community members)
- Medium to high levels of computer knowledge including Word, PowerPoint, and Excel.
- Candidate must have a valid local driver's license
- A commitment to youth development.

### **Additional Education and Experience Desired**

- Expertise in documentation and writing reports.
- PMP certification (Project Management Professional)



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***Disclaimer***

*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.*