



J.A. TODAY

Junior Achievement of WI Inc.
Brown County Quarterly Newsletter

Fall 2009

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BARNES & NOBLE
BOOKSELLERS

Buy a book and help Junior Achievement

Join us on Saturday, December 12, 2009 from 9 AM to 11 PM at Barnes and Noble and support Junior Achievement.

Click on the link below and print off the Bookfair Voucher. Present the voucher at the cash registers at the beginning of the purchase and a percent of the net sale will be donated to the organization. Get a head start on your holiday shopping or finally pick up that book that has been on your "must read list".

[Click here for your Book fair Vouchers](#)

**Location: 2498 South Oneida
Green Bay, WI
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9:00 AM—11:00 PM All Day!

Barnes & Noble
BOOKFAIR
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Sat., December 12, 2009
9:00 AM—11:00 PM
All Day!

Present this voucher prior to making your purchase. A percentage of the net sale will be donated to JA.

Bookfair Number
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The purchase of gift cards, Barnes & Noble memberships, textbooks and magazine subscriptions are not included in bookfair totals. The discount purchasing program may not be applied to bookfair purchases.

A very special thank you to Jennifer Drewry for her help in producing JA's quarterly newsletter.



Part-time, professional opportunity!

Junior Achievement seeks Program Manager. Flexible 20/week. Requires strong sales background, excellent communication and organizational skills, and computer literacy to develop partnerships between area business and educators throughout the Brown County community. Mail or email resume and cover letter to:

Attn: Director
416 George St. Ste B03
De Pere, WI 54115
lbilotti@javis.org

Program Manager—Brown County (PT)

REPORTS TO: Director—Brown County

POSITION CONCEPT:

Implements and manages daily operation of all Junior Achievement programs in territory. Secures volunteers and educators. Increases public awareness of all programs. Assures program quality, expansion and good school relations.

PRIMARY RESPONSIBILITIES:

1. **Secure Volunteers:** Secure volunteer commitments from a variety of sources including business and organizations, colleges, parent groups and returning volunteers. Responsible for contacting new and existing business accounts to secure program volunteers. Work with companies and volunteers directly to secure school placement, desired JA program and appropriate orientation. Coordinate and implement annual volunteer marketing efforts for territory. Processes include sales calls, presentations, meetings and phone follow-up with individual volunteers.
2. **Program Management:** Responsible for contacting new and existing school accounts. Work with schools and educators directly for program placement and appropriate orientation. Renews commitments of schools and educators currently utilizing the programs. Markets and secures programming at schools not participating.
3. **Program Quality:** Assures quality programming through phone calls, classroom monitoring and evaluation instruments. Continually provides feedback, materials and other resources to educators.
4. **Funding:** Assists in securing funding through contacting businesses. Seeks funding from civic organizations. Deliver necessary presentations.
5. **Public Relations:** Helps increase public awareness in the education community through presentations, newsletters and communication meetings.
6. **Orientations:** Maintain and implement volunteer orientation of programs. Work with Director to secure locations of training and develop orientation materials.
7. Other duties as assigned.

EDUCATION/EXPERIENCE REQUIRED:

Desired:

Bachelors degree in Education, Communications, Business or equivalent experience. Proven oral and written communication skills. Computer literacy. Demonstrated organizational and planning skills. Highly motivated and self-directed individual. Knowledge of Brown County business and education communities. Previous sales experience preferred.

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.

WE NEED YOU IN THE PICTURE!!!



We are still in need of over 100 volunteers for the spring semester. We really need your help. Please consider helping out this spring, we have programs that begin in January and some not until April. Please give us a call to see if there's a school or grade that might fit your work schedule.

WE NEED YOU!!!

Please visit our current volunteer needs list at:

[SPRING 2010 Volunteer Needs!](#)

You may also call the JA Office at 920-336-1444