

## **Junior Achievement**

### **Job Postings**

**Fund Raising Manager:** Sales position responsible for raising annual revenue to meet JA goals through annual fund drives, special events, and grants. This position requires strong sales, computer, presentation, written/oral communications, and interpersonal skills. Travel required. Bachelor's degree required. FT with benefits. Send cover letter, resume, salary history, and salary requirements to: Junior Achievement, 1000 N West Ave #110, SF, SD 57104 or email to [jasd@ja.org](mailto:jasd@ja.org).

**Program/Marketing Manager:** Position recruits, trains, monitors & recognizes program volunteers. Assures all administrative procedures, volunteers, and public awareness for all programs are secured and implemented. This position requires strong sales, computer, presentation, written/oral communications and interpersonal skills. Travel required. FT with benefits. Send cover letter, resume, salary history, and salary requirements to: Junior Achievement, 1000 N West Ave #110, SF, SD 57104 or email to [jasd@ja.org](mailto:jasd@ja.org).

**Part-time Office Assistant:** Responsible for assisting the development team with data entry, coordinating volunteers, special events logistics, and fund drives. Applicants must have excellent computer skills in Microsoft Office, exceptional organizational, customer service and communication skills. 12 - 18 hours per week. Send cover letter, resume, salary requirements/history to: Junior Achievement, 1000 N West Ave #110, SF, SD 57104 or [jasd@jasd.org](mailto:jasd@jasd.org).