



JUNIOR STATE OF AMERICA

Job Title: State Director

Department: Programs

Reports to: Program Officers

Our Story: Since 1934, Junior State of America (JSA) has helped over 500,000 students acquire the knowledge and skills necessary to be active, informed and responsible citizens, voters and leaders. With its student-led, student-run school-year model and rigorous summer programs, JSA enables students to experience first-hand the drama and power of politics as well as the challenges and responsibilities of leadership. JSA chapters serve as the center of political awareness at their schools and JSA conventions bring thousands of students together to share opinions and learn from each other. We are committed to developing a diverse cross section of young leaders throughout the entire country and are the largest student-led organization in the United States.

Our Mission: Junior State of America (JSA) is a student-led organization that prepares a diverse community of high school students to participate in our democracy. We offer hands-on, student-led civic programs designed to activate the talents of young people, instilling values of respect and understanding, and inspiring them to be a new generation of American leaders.

For more information about JSA, please visit our website: www.jsa.org.

Working Conditions and Travel

Travel to student events and programs will be required. Travel to the Oakland, CA office for meetings, retreats and/or training will be required. While you may be asked to travel at any time, much of this travel will be during the months of November, February, April, and during the Summer. You can expect to be traveling approximately 25% of the time. You will also have work in the evenings and on weekends.

This is a hybrid position. When you are not traveling for JSA, you will be working in your home office during normal business hours in your timezone. On occasion, you will be asked to report to a coworking space in your local area for special work assignments.

Work Location

This position requires you to live and work in or near one of the following locations: Boston, MA - Hartford, CT - Albany, NY - New York, NY - Newark, NJ - Trenton, NJ - Philadelphia, PA - Wilmington, DE - Washington, DC.

Position Summary:

The State Director will support student leaders, teachers/advisors, and the educational programs of the Junior State of America (JSA). In this role, the State Director will participate in the planning and implementation of all student engagement activities.

The State Director will sometimes serve at residential summer programs of JSA, with responsibilities ranging from reviewing student applications, to supporting and implementing programs, as well as the day-to-day activities of running a youth summer program. Program staff live on campus during the duration of the program, including a week of staff training (approximately four weeks in total).

The position draws from a wide variety of skill sets, and the ideal candidate will be a self-starter with a growth mindset; a passion for national, state, and local activism, politics and community support; a commitment to the development of young leaders; and a background or interest in education and/or youth development. The State Director must successfully maintain and cultivate relationships with dynamic students, parents, teachers, and partners. Travel, weekend and evening work are the norm, though JSA does provide compensatory time off for weekend work.

Duties and Responsibilities

As State Director you will:

- Work with Chief Program Officer, Program Staff, and student leaders, to plan and implement programs that align with the Program Goals and Outcomes of JSA's Civic Engagement Model.
- Work with student leaders to conduct student-led political awareness and civic education programs of the highest educational quality.
- Provide mentorship and guidance to elected and appointed JSA student officials.
- Act as project support and/or project manager on special initiatives focused on engaging students, parents, alumni, and teachers.
- Coordinate and support logistical arrangements for programs and activities in assigned areas; serve as primary liaison with hotel, university, school and other venue staff as well as vendors.
- Assist in negotiating contracts with event venues and vendors.
- Assist in managing event budgets including expense management and overseeing on-site registration.
- Assist with the direction of staff and all residential life for students during summer programs.
- Assist in managing program budgets, registration processes, developing relationships with host university departments, and other logistical requirements.
- Assist the program staff in day-to-day operations, including data-entry projects, triaging email inboxes, creating SOP documents and processes, and supervising interns and associates.

Qualifications

- Bachelor's Degree.
- Past experience working with youth or in youth development programs preferred.
- Experience in virtual education or program delivery is preferred.
- Strong organizational, problem-solving, and analytical skills.
- Good judgment with the ability to make timely, independent decisions and the ability to develop appropriate relationships with young people.
- Excellent written and verbal communication skills.
- Proficient in the Google Suite, Google Apps and Google Apps for Education.
- Experience in Salesforce or other CRM preferred.

Application Deadline: January 2, 2023.

Preferred Start Date: February 6, 2023.

How to Apply: Please email your resume and thoughtful cover letter specific to this opportunity to employment@jsa.org . Include “**JSA State Director – (Your Name)**” in the subject line. Due to the high volume of interest, we cannot accept phone calls.

Compensation and Benefits

The salary for this position is \$60,000.

JSA offers a competitive full employment benefits package including:

Paid time off and company paid holidays

Medical/Dental/Vision Insurance Coverage

Retirement plan

Hybrid work opportunity

EEO STATEMENT

JSA provides equal employment opportunities to all employees and applicants in all JSA facilities without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation in accordance with applicable federal, state and local laws.