Experiential Learning Manager, Paychex JA Discovery Center

Help inspire the next generation to achieve economic success.

At **Junior Achievement of Central Upstate New York (JA CUNY)**, we believe every young person deserves the opportunity to build a bright future. Each year, we empower more than **15,000 students across a 25-county region** with the knowledge, confidence, and real-world skills to make informed financial, academic, and career decisions. As part of the nation's leading organization dedicated to preparing young people for success, we connect classrooms with caring volunteers, business leaders, and transformative learning experiences that help students imagine—and achieve—their potential.

We are looking for an **Experiential Learning Manager in the Paychex JA Discovery Center** who is energized by building relationships, creating meaningful educational experiences, and making a lasting impact in the lives of students. If you're collaborative, organized, creative, and passionate about educational equity and youth development, we'd love to meet you.

Why Join JA?

At JA, your work has purpose. Every partnership you build, every event you coordinate, and every classroom you support helps equip young people with the skills and confidence to succeed in school, careers, and life.

We offer a collaborative, inclusive, and flexible work environment where employees are encouraged to innovate, contribute ideas, and grow professionally. You'll work alongside dedicated colleagues, educators, volunteers, and community leaders who share a commitment to creating opportunities for students across Central Upstate New York.

What You'll Do

Bring Learning to Life

Overall responsibility for coordinating all onsite operations to ensure a high standard of program and operational excellence for the Paychex JA Discovery Center to deepen the JA experience and strengthen the JA brand. The JA Discovery Center is the first of its kind in New York and has exceeded program projections every year since its opening in January 2024. It is a 19,000 sq. ft. learning facility that now serves over 8,000 local middle and high school students annually with authentic, relevant, and experiential financial capability programs that combine in-class curriculum with a capstone simulation.

Program Quality

- Emcee the onsite simulation (approx. 4.5 hours) in front of 130+ (students/volunteers) Monday - Friday. Must exhibit showmanship and a natural stage presence in front of large groups and on a microphone.
- Facilitate onsite volunteer training daily (60-90 minutes) and provide guidance throughout the simulation to 15-30 volunteers to help them coach students by applying their personal experiences within the simulation.
- Design and execute a best-in-class learning experience during student JA BizTown and JA Finance Park visits, aligning simulations with curriculum learning objectives, and creating authentic application opportunities.
- Manage onsite engagement of up to 125 students per day by facilitating daily activities, coordinating daily simulation schedule and other logistics to ensure completion of simulation.
- Deliver a consistent, high-quality, high-energy experience every day during the school year (approx. 90 days).

Program Sustainability

- Assist in the inventory tracking for all simulation resources (tablets, props, program materials, etc.).
- Provide technical support and troubleshoot common issues with simulation software and/or storefront technology.
- Collect required program forms and complete daily reports in a timely manner.

- Ensure that space is in a constant state of operational readiness through daily walk-throughs, observations, and inspections.
- Prep and reset ensure that program resources and all essential materials for students and volunteers are prepared and ready prior to arrival.
- Utilize non-program days (i.e., summer) to innovate and elevate the current student programs, as well as strategize program growth.

Constituent Experience

- Deliver a best-in-class experience for every student, volunteer, educator, and guest that participates in the JA BizTown and JA Finance Park programs.
- Steward partner brands within the JA BizTown and JA Finance Park programs to provide a strong return on investment.
- Embody organizational culture and reflect guiding principles to build strong working relationships with peers.

Safety & Security

- Be an expert in all onsite emergency and safety procedures.
- Take an active role in the onsite emergency procedures, including guiding constituents to safety during an emergency or drill.
- Prioritize constituent safety at all times.

Qualifications: Education & Experience

- Demonstrated experience in a high-energy, fast paced environment
- Candidates of all degree and academic certification levels will be considered
- Strong cross-functional team collaboration, communication, presentation skills
- Ability to think strategically, as well as make quick and sound decisions
- Strong technical skills; high level of customer service
- Works well in a fast-paced environment

Core Competencies

Successful candidates will demonstrate:

- A genuine passion for empowering young people.

- Excellent relationship-building and communication skills.
- Strong organizational skills with the ability to manage multiple priorities.
- Creativity, curiosity, and a continuous improvement mindset.
- Critical thinking and problem-solving abilities.
- A collaborative approach and willingness to support team success.
- Professionalism, adaptability, and a commitment to delivering exceptional experiences for educators, volunteers, students, and community partners.

Compensation & Benefits

Salary: Commensurate with experience

We believe in supporting our team with competitive benefits, including: health, dental, and life insurance,401(k) with employer match, paid time off including summer hours, hybrid and flexible work environment, opportunities for professional growth and meaningful community engagement

Physical Requirements

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. The role includes a combination of office, event, and school-based work, with occasional lifting of materials (up to 25–50 lbs.), standing, walking, and event setup responsibilities.

Ready to Make an Impact?

If you're inspired by the opportunity to help young people discover their potential and thrive through education, we'd love to hear from you.

Please submit your **resume and cover letter** by November 30 to **info.jacuny@ja.org**.

Junior Achievement of Central Upstate New York *is proud to be an Equal Opportunity Employer. We are committed to fostering a workplace where all employees feel welcomed, valued, and respected. We celebrate diverse backgrounds, experiences, and perspectives because they strengthen our organization and the communities we serve.*

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