

Career Opportunity

Manager, National Program Events

Full-time permanent remote with significant travel in Canada

Candidates must reside in reasonable proximity to a national airport

Posted April 2026. Commences May 2026.

About JA Canada

JA Canada is the national office of Junior Achievement in Canada and a member of JA Worldwide. Since 1955, we have partnered with education systems across the country to deliver hands-on learning experiences in financial literacy, work readiness, and entrepreneurship. Annually, JA in Canada delivers nearly 500,000 impactful learning experiences coast to coast to coast.

JA Canada continues to modernize its learning experiences through innovative technologies and flexible delivery models. Our experiential learning programs and events, such as Skilled Trades and Mental Well-Being Summits, Job Shadow Days and JA Finance Park, combine classroom learning with immersive, real-world simulations that bring learning to life for students across Canada.

About the Role

The Manager, National Program Events is responsible for the oversight, coordination and activation of nationally sponsored program events to ensure a consistently high standard of program quality, operational excellence, and constituent experience.

This role provides leadership for the following events inspiring and preparing 10,000+ young people annually, including but not limited to:

- JA Canada Mobile Finance Park: a new pop-up experiential program that over the course of 75+ annual events hosted at schools and community centers serving a total of 8,500 middle and high-school students annually across multiple regions.
- Skilled Trades Summits: a series of up to 20 day-long events that provide 75+ students with hands-on experiences with the trades and mentorship from college instructors and trades professionals.
- Job Shadow Experiences with Industry Partners: a series of up to 20 day-long events hosted by Industry Partners at their facilities where students learn

about careers, engage in mentorship and career path sessions and participate in hands-on workplace simulations.

- Mental Well-Being & Peer Advocacy Summits: up to 10 full day regional summits engaging up to 150 students in mental health literacy, hands-on experiences, and youth led action planning.

The Manager plays a critical role in developing event standards- agendas, presentations, and accompanying learning resources; managing the national event calendar and logistics; coordinating with subject matter experts and program partners; enabling the recruitment of volunteers; training and supporting network staff; quality assurance, reporting and content curation; strengthening the JA brand and ensuring implementation of events meet partner requirements, and delivers meaningful learning outcomes aligned with JA Canada's mission.

Majority of events take place during the academic year (late September through mid June). Reporting, program development, training and planning during the summer.

The position reports to the VP, Programs & Charter Services, works in close coordination with the Partnerships Team, the Brand and Marketing Team, and with national, regional office and Charter teams.

Key Responsibilities

Program Operations, Delivery & Facilitation

- Coordinate the national program event schedule with National office, regional offices JA Charters.
- Support charter and local office staff with briefing, training, promotion and coordination of National JA Program Events as required.
- Liaise with both national and local photography and video teams to plan and coordinate onsite content capture.
- Independently manage personal travel logistics
- In collaboration with regional offices and Charters, activate and deliver events, in particular JA Finance Park, ensuring all requirements are met, including pre-learning, logistics, technology readiness, and onsite execution.
- Lead daily onsite operations for events serving up to 150 students per day, ensuring an engaging, well-organized, and high-energy experience.

- Represent JA Canada at the Program Events and support facilitation demonstrating strong stage presence and comfort with large audiences. Presentation delivery in addition to interactive group facilitation with students ranging from grade 6 through post-secondary and virtual webinars and workshops.
- Coordinate inputs and maintain relationships with program partners, subject matter experts and guest facilitators/speakers.
- Collaborate with regional offices and Charters, and with the National Partnership Team to support volunteer recruiting and training for unique events.

Program Development & Quality

- Collaborate with the program development and partnership team to ensure resources align with brand, partner requirements and are localized for the Canadian market.
- Collaborate with the program development team to localize digital applications i.e. Finance Park simulation to ensure relevance to Canadian students lived realities and curriculum expectations.
- Collaborate with the program development team to align learning resources with curriculum learning outcomes.
- Drive continuous improvement employing surveys and stakeholder feedback, observation, and data to inform program enhancements and innovations.
- Establish, document, and maintain standard operating procedures and best practices to ensure consistent quality across all National program events.

Program Sustainability & Asset Management

- Oversee inventory tracking for all program resources including digital, print, mobile stations and technology (e.g., tablets) resources.
- Provide frontline technical support and troubleshoot common issues related to simulation software or onsite technology.
- Collaborate with local JA staff to support logistics and set up for events as needed.
- Coordinate shipping, transportation, setup, and teardown of physical assets as required.
- Lead the procurement and manage shipping logistics of swag and materials.
- Manage purchasing for key budget lines and track expenses for event operations.

- Maximize capacity and utilization while balancing staffing, technology, maintenance, and scheduling considerations.

Constituent Experience & Stewardship

- Ensure delivery of a consistently exceptional experience for students, educators, volunteers, partners, and guests.
- Steward corporate and community partner brands at program events ensuring a strong return on investment.
- Build strong relationships with staff and stakeholders through proactive communication and collaboration.
- Curate content, anecdotes and testimonials, photography to showcase impact and celebrate highlights, support social media and partner reporting.
- Develop dashboards and reports to track key performance indicators, participation metrics, and operational outcomes.

Qualifications

Education and Experience

- Minimum 3+ years of management experience, preferably in program operations, education or learning, youth camps or event-based roles
- Post-secondary education in a relevant field or equivalent experience.
- Demonstrated experience managing complex, multi-stakeholder programs with strong operational and logistical components.
- Public speaking, facilitation, emceeing, coaching, and stakeholder engagement skills.
- Excellent organizational, problem-solving, and project management abilities.
- Strong technology aptitude and ability to troubleshoot in live environments.
- Proven ability to balance short-term operational needs with long-term strategic goals.
- Agile and able to work “on the go” from the field/ while traveling.
- Photography, short video, story telling, social media, graphic design basics would be an asset.
- Instructional design and/or program development experience would be an asset.
- Bilingualism in French is considered an asset.

Core Competencies

- Influence & Communication: Confident communicator who generates enthusiasm and alignment.
- Relationship Building: Builds strong, trust-based relationships across diverse stakeholder groups.
- Results Orientation: Consistently achieves objectives in fast-paced, dynamic environments.
- Adaptability & Resourcefulness: Navigates complexity and change with resilience and creativity.
- Critical Thinking & Sound Judgment: Makes informed, thoughtful decisions while maintaining focus on priorities.

Other Requirements

- Lifting and setting up mobile stations (up to 50 lbs.) is a regular requirement with this position.
- This position requires travel across Canada (up to 100 days per year), and may include short trips to the United States and/or internationally for research and representation.

- G Class drivers license or equivalent Canadian issued license for cars/vans.
- Vulnerable Sector Clearance police check required (may be secured at time of employment offer).

Compensation & Benefits

- Salary is commensurate with experience, and JA Canada offers a comprehensive benefits package.
- Travel costs will be covered and Manager will be provided a daily stipend while traveling.

Application Process

Please submit your **resume and a cover letter** outlining your relevant experience to **careers@jacanada.org**, with **“Manager, National Program Events- NAME”** in the subject line. Note: Direct LinkedIn applications will not be considered. The application will remain open until a suitable candidate is found.

JA Canada is committed to fostering an inclusive, diverse, equitable, and accessible environment. We welcome applications from individuals of all backgrounds and abilities. Accommodations are available upon request throughout the recruitment process. JA Canada will not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex (including pregnancy and gender identity), sexual orientation or identity, disability, age (18 and over), record of offenses for which a pardon has been granted, marital status (including same sex partners), family status (being in a parent-child relationship), or any other grounds prohibited by the Ontario Human Rights Code.

An offer of employment is conditional upon the successful completion of a background verification check, obtaining Vulnerable Sector Clearance (police check), subject to applicable laws and regulations.