



Program Manager - Career Exploration

Job Description

Start Date: June 20, 2024

[BridgeYear](http://www.bridgeyear.org) (www.bridgeyear.org) is a maturing nonprofit organization in its seventh year of operation that connects underserved individuals to employment and education opportunities. We provide meaningful career exploration of high-growth, high-demand careers and connections to postsecondary training for recent high school graduates with a focus on non-four year college degree paths. We are looking for a passionate, self-driven, and entrepreneurial individual who is excited about workforce development, access to higher education, and positively affecting change in their local communities.

PRIMARY FUNCTION/PURPOSE: This position reports to the Program Director of Student Experience. The work location is Houston, Texas but will be hybrid (some days in schools, some days at home, some days in the office). The Manager will be responsible for the development and execution of the Career Test Drive® Program - including the training and management of Career Test Drive® Coordinators.

This full time opportunity is ideal for an individual who can develop a strong implementation team and who enjoys designing innovative, hands-on learning experiences. You will also have the ability to codify programmatic offerings and work with industry volunteers to develop and participate in the Career Test Drive® program. You will be joining an innovative and fun team to make an impact in Houston!

YOU'D BE GREAT FOR THIS ROLE IF:

- You are a visionary that loves the process of building and maintaining a “well oiled machine” but is flexible enough to pivot if that means creating a better student experience. You thrive off the creation of processes and making a program better than it was last year.
- You enjoy iterating and making tweaks to the curriculum to facilitate the student experience. You know that it takes several rounds of implementation to finalize a product and enjoy the process of tracking progress and improvement.
- You like investing in teammates and building a team that is cohesive and collaborative.
- You are adept at navigating ambiguity, managing multiple projects with ease, and steering them toward success.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- *Career Test Drive® Fair Implementation:* Ensure efficient and effective Career Test Drive Fair operations through the training and coaching of Program Coordinators; Facilitate occasional Career Test Drive® Modules and Fair as needed
- *Secure Career Test Drive® Fair Reservations:* Develop and conduct an outreach strategy for for Career Test Drive® Fair school and community reservations to meet earned revenue goal for programming
- *Part-time Staff Management:* Conduct recruitment, hiring, onboarding and other HR responsibilities for part-time staff; Assess part-time staff evaluations to determine larger programming gaps and inform future training or program adjustments
- *Program Improvement:* Review qualitative and quantitative data to identify larger programming gaps and inform future training or program adjustments
- *Curriculum Development and Improvement:* Design and update facilitator’s guides and student instructions for new Career Test Drive® modules, in collaboration with Build Program Manager. Develop other Career Test Drive® Fair curriculum, as needed.
- *Stakeholder Engagement:* Represent BridgeYear to external stakeholders, including schools/districts/organizations, donors, and corporate partners.



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- *Team Building and Development:* Foster a positive, inclusive and productive work culture within the department. Identify opportunities for staff training and development to enhance the skills and capabilities of the team. Address any conflicts or issues that may arise within the department or among team members, working to maintain a harmonious and collaborative work environment
- *Cross-Collaborative Work:* Collaborate effectively with other departments within the organization (for example with Build Manager). Work together to align initiatives, share resources / information, develop cross-departmental processes, and leverage collective expertise to enhance the overall impact of the organization

QUALIFICATIONS:

Must Haves

- 2 years of prior full-time, professional experience.
- Experience working with middle and high school students in a teaching or mentoring capacity.
- Experience in HR.
- Highly effective organization, multi-tasking, attention to detail, oral and written communication, negotiation, results-driven and interpersonal skills.
- Customer-service oriented mindset.
- An eye for automation and process improvement.
- Ability to independently problem solve and determine appropriate next steps.
- Team player committed to promoting the growth and success of BridgeYear and a desire to learn and grow with a start-up organization.
- High value on transparency, operate with a sense of urgency and driven by self-motivation.
- Access to a car and willing to travel for work (will be reimbursed for mileage).
- Clean driving record - will need to drive a cargo van for events.
- Must be willing and able to lift at least 35 pounds.

Nice to Haves, but Not Requirements

- Spanish fluency.
- Prior work experience in a school setting.
- Curriculum writing experience preferred.

COMPENSATION: \$60,000 - \$70,000, based on qualifications and experience

Benefits:

- Health Insurance (partially subsidized), Dental, Vision, Life Insurance (100% paid for by employer)
- 401K with 3% employer match
- Mileage reimbursement and personal cell phone use stipend
- Generous time-off policy: 16-18 company-recognized holidays + 20-25 PTO/Sick days a year
- The unique experience of being part of a rapidly growing organization making an impact on students!

APPLICATION PROCESS AND TIMELINE:

- **To apply: submit your resume to evelyn@bridge-year.org by Tuesday May 7th, 2024.**
- Upon review, candidates may be invited to a following asynchronous virtual interview, due May 13th, 2024.
- BridgeYear will be hosting in-person final interviews between Wednesday, May 15th through Friday, May 24th.