



## Build Manager

### Job Description

Start Date: July 16, 2024

[BridgeYear](http://www.bridgeyear.org) ([www.bridgeyear.org](http://www.bridgeyear.org)) is a maturing nonprofit organization, now entering its seventh year of impactful operation. Our mission is to empower underserved individuals by facilitating access to employment and education opportunities. We specialize in providing comprehensive career exploration in high-growth fields and forging connections to postsecondary training, particularly for recent high school graduates pursuing non-four-year college degree paths.

We're looking for a proactive person to step into the role of Build Manager. The perfect fit is someone who's enthusiastic, driven, and has an entrepreneurial spirit, along with a deep dedication to developing the workforce. Working closely with the Chief Program Officer, the Build Manager's main responsibilities include crafting simulations and designing corresponding curriculum. This ensures that students engage in exploratory learning experiences that introduce them to various career paths.

#### **PRIMARY FUNCTION/PURPOSE:**

As the Build Manager, your pivotal role revolves around crafting immersive simulations designed to deeply engage students. This entails delving into various industries to meticulously capture the essence of real-world work scenarios. Armed with in-depth research, you'll skillfully assemble and refine these simulations, effectively re-engineering experiences that students can actively partake in during our Career Test Drive® Fairs. During assembling and refining, you may have to use power tools and other instruments to construct these simulations. Beyond the physical construction, you'll spearhead the development of a comprehensive curriculum, fostering an environment where students are fully immersed in hands-on, exploratory learning experiences.

Moreover, you'll lead a team comprising the Sr. Build Coordinator and Warehouse Coordinator. Together, you'll prepare materials for Career Test Drive® Fairs, where students engage with the simulations.

This full-time position is perfect for someone who loves crafting educational experiences and physically building projects. Reporting directly to the Chief Program Officer, you'll collaborate extensively across the organization. The job is based in Houston, Texas, offering a hybrid work model that includes in-office, remote, and offsite opportunities.

#### **YOU'D BE GREAT FOR THIS ROLE IF:**

- You are curious, empathetic, and motivated to create intuitive and experimental experiences for students.
- You like being “out and about” in your work. You love the idea of being able to travel to different schools and industry partners across the city of Houston.
- You are able to connect with diverse stakeholders including educators, employers and industry partners.
- You can learn new or technical concepts quickly and share them with others.
- You enjoy working with a team to create experiences.
- You enjoy DIYing with your hands, power tools, and creativity to build new products!

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

- *Career Test Drive® Builds and Maintenance:* Ensure effective execution of projects (including new builds, updating existing builds, lab packing, and inventory management) to meet their intended objectives.

Supervise and directly contribute to the creation and maintenance of Career Test Drive® Modules and warehouse management.

- *Stakeholder Engagement:* Professionally engage and collaborate with corporate entities, stakeholders, subject matter experts, and HR professionals through a collaborative Career Test Drive® Module development cycle.
- *Data Maintenance & Curriculum Updates:* Collaborate with the Director of Special Projects to annually review and update data from the Bureau of Labor Statistics (BLS) and Metropolitan Statistical Area (MSA) to assess their alignment with the organization's mission and suitability for the upcoming school year. Maintain updated curriculum asses with relevant information, such as wage data, growth rates, and certification requirements.
- *Team Building and Development:* Foster a positive 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 Career Exploration Program 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**

- Highly effective at organizing, multi-tasking, paying attention to detail, communicating both orally and in writing, and negotiating skills.
- Proficiency in adaptable project management methodologies and have a track record of successfully leading multiple projects from inception to completion.
- Proven ability to foster a collaborative and inclusive work environment and effectively lead and motivate a team towards common goals.
- A demonstrated commitment to advancing diversity, equity, and inclusion within the organization and the broader community, with experience implementing inclusive practices and addressing systemic barriers.
- Strong analytical and problem-solving abilities to identify challenges, evaluate options, and develop innovative solutions to complex issues.
- High value on transparency, operates with a sense of urgency and is driven by self-motivation.
- Have a growth mindset to learn new things every day, including things you've never done before.
- Access to a car and willing to travel for work (will be reimbursed for mileage).

### **Nice to Have, but Not Requirements**

- Experience in developing and nurturing strategic partnerships to enhance program effectiveness and reach.

## **COMPENSATION & BENEFITS**

**Compensation:** \$60,000-\$70,000

### **Benefits:**

- Health Insurance (partially subsidized), Dental, Vision, Life Insurance (100% paid for by employer)

- 401(k) retirement plan with 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 AND INTERVIEW TIMELINE**

***To apply, please submit your resume and an artifact of a hands-on learning experience you've led in the past ([link here](#)). This could be a lesson plan, a photo of the activity, or a written explanation. DUE DATE: May 24, 2024***

Upon review, candidates may be invited to in-person interviews, which will be held the week of June 10th. Ultimately, an offer will be extended the week of June 24th.