



Career Exploration Leader Associate (CEL)

Job Description

Mission:

BridgeYear connects underserved youth to careers and educational pathways that provide economic stability and independence. By focusing on underserved youth from low-income communities, BridgeYear is working to ensure all students graduate high school with a path to gainful employment and economic stability through careers that are high-growth, high-demand, and do not require a four year degree. One key facet of BridgeYear's programming is the [Career Test Drive® Fair](#), where students get to explore hands-on, life-sized simulations of careers to discover what path feels most aligned to their unique skills and interests.

About the Role:

As a Career Exploration Leader Associate, you'll be instrumental in implementing BridgeYear's acclaimed Career Test Drive® Fair. Picture yourself setting up the fair, facilitating engaging modules, and breaking down barriers for high school and middle school students. It's not just a job – it's an opportunity to inspire, guide, and empower alongside other dedicated individuals. You'll be part of a dynamic team where collaboration and enthusiasm are central to our mission and culture. Take a sneak peek at the excitement of a fair day in our [video](#), then apply to join us in shaping the future of education! This is an entry-level early career, part-time position within a professional development program and reports to the Program Coordinator(s).

You'd be great for this role if:

- You are passionate about guiding students to find career paths that are aligned to their unique interests and abilities.
- You love seeing students engaged in hands-on, experiential learning. You are “quick on your toes” and can easily shift your facilitation method to engage all students.
- You can learn new or technical concepts quickly and share them with others.
- You like being “out and about” in your work. You love the idea of being able to travel to different schools and work with different students across the city of Houston.
- You enjoy working with a team to put on large scale events. You bring high energy and enthusiasm even when the days are long. You are receptive to regular coaching and feedback.

Duties and responsibilities include, but are not limited to:

- Facilitate a hands-on career exploration activity with 8-16 students at a single time
- Assist BridgeYear team in setup, execution, and breakdown of Career Test Drive® Fairs
- Participate in mandatory professional development & training sessions
- Assist with warehouse tasks as needed, response to emails and other administrative task as assigned

Qualifications:

- Must be a HS graduate
- Must be willing to lift at least 50 pounds and be on your feet all day (days can be tiring - but rewarding!)
- Must have availability to work Tuesdays and Thursdays (all day; typically 6am-6pm)
- Must have reliable transportation around greater Houston to different high schools

Nice-to-Haves, but not required

- Bilingual (Spanish preferred)
- Prior facilitation or teaching experience
- Experience working with youth
- Knowledge or lived experience of 2-year degrees, certifications, or apprenticeships

Time Commitment:

- 16-24 hours per week, excluding school holidays and breaks
- Tuesdays & Thursdays, with optional opportunities for additional hours working community events on other weekdays or weekends
- Approximately 6 AM - 6 PM, variations depending on school schedule
- August 2026 - June 2027

Compensation & Perks

- \$17-23/hour; pay raises are based on training completion & performance and can reach up to \$23/hour
- Bilingual pay
- Retention bonus every semester
- Full-paid training days
- Mileage reimbursement (\$0.70/mile)
- Snacks & lunch provided at every fair event
- 401k Retirement Savings Plan
- Exposure to different industries and the workforce landscape in the greater Houston area

Application & Timeline:

- Optional: Attend one (1) informational session:
 - Friday, April 17th from 3:30 PM – 4:30 PM
 - Wednesday, May 27th from 5:00 PM – 6:00 PM
 - Tuesday, June 16th from 12:00 PM – 1:00 PM
- Interviews will take place July 2026
- Offer letters must be signed & returned by July 2026
- Onboarding and training will begin on August 2026
- Submit your application [here](#)

Job offer is contingent upon:

- A clear background check
- Completion of the standard employment documents
- Attendance and completion of ALL training days