Applied STEM Career Design Coordinator

Job Description

Start Date: January 4, 2027

BridgeYear (www.bridgeyear.org) is a nonprofit organization 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 pathways that do not require a four-year college degree. We seek a curious, creative, self-driven individual who is excited about workforce development and expanding opportunities for young people.

PRIMARY FUNCTION/PURPOSE:

The **Applied STEM Career Design Coordinator** designs, builds, tests, maintains, and improves hands-on career simulations for BridgeYear's Career Test Drive® Fairs. Through research and collaboration with industry subject matter experts, this person translates authentic workplace tasks into accessible, engaging learning experiences and develops the curriculum and materials that make those experiences successful for students and facilitators.

This is an active, hands-on role that blends curriculum development with physical construction, repairs, technical troubleshooting, and project coordination. The ideal candidate enjoys both designing an educational experience and using tools and materials to bring it to life. The coordinator reports to the Applied STEM Career Design Manager and works across office, warehouse, school, and partner settings in the Greater Houston area.

YOU'D BE GREAT FOR THIS ROLE IF:

- You enjoy transforming complex or technical concepts into clear, interactive activities for middle and high school students.
- You like to build, experiment, troubleshoot, and improve physical projects using your hands and basic tools.
- You are comfortable researching unfamiliar topics, learning about new materials, components, and technical systems, and asking questions when needed.
- You manage competing priorities, communicate progress and foresee roadblocks early, and reliably follow through on commitments.
- You enjoy collaborating with educators, facilitators, industry professionals, and teammates.
- You are comfortable traveling to schools and industry partners across the Houston area.

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

- **Career simulation and curriculum development:** Research careers and workplace tasks; partner with subject matter experts; design, prototype, test, and refine engaging hands-on simulations. Write and revise facilitator guides, student instructions, setup guides, and other supporting curriculum materials.
- **Hands-on construction and prototyping:** Use hand tools, power tools, basic materials, and appropriate fabrication methods to assemble, modify, and improve simulation components; select practical, durable solutions suited to transportation and repeated use.
- **Maintenance, repairs, and technical troubleshooting:** Inspect, maintain, and repair simulation equipment and materials; diagnose routine mechanical or basic low-voltage electrical issues; help develop preventive-maintenance practices, spare-part readiness, and practical repair documentation. Provide timely support through the live Repair Chat during fairs and assist in person when needed.

- **Testing, safety, and quality:** Test activity flow, technical reliability, student usability, and facilitator setup; follow appropriate tool, electrical, and workshop safety procedures; identify and address issues before simulations are deployed.
- **Training and cross-team support:** Partner with the manager to train Career Exploration staff on simulation setup, breakdown, facilitation, student support, and troubleshooting. Collaborate with program coordinators and other departments to improve readiness and resolve problems.
- **Project management and communication:** Plan and prioritize assigned work, track milestones and deliverables, maintain accurate project updates and documentation, flag barriers early, and complete work within established timelines.
- **Stakeholder engagement:** Collaborate professionally with employers, technical subject matter experts, educators, and partners throughout the development and improvement process.

QUALIFICATIONS:

Must Haves

- At least two years of full-time professional experience in a relevant field.
- Experience designing, leading, or adapting learning activities for middle or high school students in a teaching, mentoring, training, or similar setting.
- Demonstrated ability to explain technical or complex information in a clear, accessible way and develop organized instructional materials.
- Comfort and practical experience using common hand tools and basic power tools, assembling projects, and working with everyday construction or prototyping materials.
- Strong organization, attention to detail, project follow-through, problem-solving, and written and verbal communication skills.
- A collaborative, customer-service-oriented approach; self-motivation, transparency, and willingness to learn unfamiliar skills.
- Valid driver's license and reliable transportation.
- Ability to travel for work (mileage reimbursed).
- Willingness and ability to lift at least 50 pounds.

Nice-to-haves, but Not Requirements

- Experience writing curriculum, lesson plans, facilitator guides, or project-based learning activities.
- Familiarity with routine repair and maintenance practices, material selection, and hands-on troubleshooting.
- Basic soldering skills and familiarity with simple low-voltage electrical circuits, connections, and continuity testing.
- Experience with fabrication, prototyping, 3D printing, or similar maker tools.
- Spanish fluency
- Prior experience working in a school setting or with youth.

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COMPENSATION & BENEFITS

Compensation: $57,000 - $63,000 annually

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: 23-25 company-recognized holidays + 20-25 PTO/Sick days a year
- The opportunity to help students explore meaningful career pathways through immersive experiences!

APPLICATION AND INTERVIEW TIMELINE

Please submit your resume and one example of a hands-on learning experience you designed, led, or supported. *Examples may include a lesson plan, a photo of a project with a short explanation, or a written description of the learning goals, materials, and experience.* ***Due Date: 11/11/2026***

Application Form

BridgeYear will contact selected candidates with next steps and interview details.