



Title: Service Learning Program Manager

Report to: Program Director

Type: Full Time/ Exempt

Location: Oakland, CA

Schedule: Monday-Friday; up to one Saturday per month during academic year for large-scale regional events

Join the movement!

Who We Are

buildOn is a not-for-profit organization working to break the cycle of poverty, illiteracy and low expectations through service and education. We're not a charity, we're a movement.

In the United States, we run intensive service learning programs in under-resourced, urban high schools in six major cities. Through these programs, buildOn empowers youth to transform their communities through high-impact service. Over the last 27 years, buildOn has empowered more than 100,000 urban youth to contribute more than 2.3 million hours of service that has touched the lives of more than one million people living below the U.S. poverty line. Moreover, 98% of buildOn students graduate high school, and most go on to college.

Globally, teams of students from buildOn programs fan out across the world to help build schools in the economically poorest countries on the planet. We have now built over 1500 schools in Haiti, Nicaragua, Mali, Burkina Faso, Senegal, Malawi and Nepal. More than 2.8 million children, parents and grandparents have attended these schools so far, while more than 200,000 attend buildOn schools every day. At least, 50% of these buildOn students are girls or women. Most importantly, community members have organized leadership committees and contributed more than 2.8 million volunteer work days to building their schools.

We hope you'll consider joining our team!

Who We Want

buildOn seeks an experienced and committed Service Learning Program Manager to oversee and lead all activities of buildOn's Service Learning program to drive student outcomes and achieve monthly KPI targets. In doing so, the Service Learning Program Manager directly manages a Service Learning Program Coordinator(s) and works very closely with team members to implement the buildOn program at a partner high school(s).

Reporting to the Program Director of a region, the Service Learning Program Manager will be a key member of the US Program team. S/he must be a strategic and mission-driven leader with the ability to effectively balance a strong vision and commitment to methodology. The Service Learning Program Manager partners closely with school administrators and faculty, as well as community partners to develop excellent service opportunities for students. The Service Learning Program Manager works closely with colleagues to plan and execute regional program events. Additionally, the Service Learning Program Manager oversees and leads recruitment and support of students for Trek for Knowledge and actively supports student involvement with special events, initiatives, and fund development opportunities in collaboration with other departments.

This is a great opportunity for a mission-driven leader who enjoys working with people and overseeing programs. If you have a history of leading successful teams with measurable results, then join buildOn as we continue to grow and change the world!

What You'll Do

- Oversee and lead all activities to drive student outcomes through quality Service Learning Programs at one high school.
- Develop the buildOn movement by achieving Key Performance Indicator targets to engage 150 students monthly to contribute 975 service hours and gain 225 education hours monthly

- Directly manage one Program Coordinator including weekly 515s, performance evaluation process, and ongoing coaching and support.
- Support hiring processes to recruit and vet passionate, persistent, and talented individuals to join team.
- Support collaboration with Development team around fund development opportunities, including the Corporate Partnership Program.
- Support collaboration with Marketing team and involvement of students as part of special events and external communications to elevate student voice.
- Input accurate and complete data on-time through Salesforce.
- Establish, develop and maintain strategic partnerships including with school advisors, administrators, faculty, and support staff, and local community partners.
- Oversee and lead recruitment for Trek for Knowledge and support students to participate in the complete Trek experience – before, during, and after travel.
- Lead and support the planning and execution of all regional events, including Service Kick Off, Regional Service Projects, and other large-scale events.
- Manage the school's annual budget, including monthly account reconciliation, expense reporting, and ongoing tracking.
- Perform other duties as assigned by manager.

What You Bring

- Personal commitment to buildOn's mission – the power of service to change lives, communities, and the world
- Committed to buildOn's core values of empowerment, responsibility, and compassion
- Extensive experience leading and participating in service learning (2-4 years)
- Proven record of effective nonprofit program management, including but not limited to achieving high quality results and managing staff performance (1-2 years)
- Strategic to investigate, plan, execute, and reflect with focus to continuously increase effectiveness
- Excellent skills to build relationships with staff, students, school administrators and faculty, and community partners
- Organized and disciplined with time to effectively manage multiple projects simultaneously
- Strong communicator
- Driven to achieve goals
- Excel to adapt in dynamic and fast-paced work environment
- Functional knowledge of regional school district(s) and educational and nonprofit landscape
- Extensive experience living and/or working in underserved communities
- Relevant educational background (Bachelor's degree required)

What We Value

We've identified a set of core competencies which you'll need to thrive within the buildOn family.

- **KEY PERFORMANCE INDICATOR FOCUS:** Intense drive to deliver results.
- **RELATIONSHIP BUILDING:** Initiates and cultivates authentic, mission-driven relationships with students and all stakeholders.
- **PLANNING & EXECUTION:** Proactively manages multiple projects simultaneously to achieve collective objectives with strong time management and organizational skills.
- **LEADERSHIP:** Takes a hands-on approach and operates with high integrity, humility, and eagerness to grow.
- **IMMERSION:** Embraces and delivers high quality Immersions consistent with IPARD methodology.



What We Offer

We offer a competitive compensation package, including: salary commensurate with experience, generous paid time off; a comprehensive benefits package including medical, dental, vision insurance, a flexible spending account, employee assistance program, retirement plan with an employer matching plan, commuter benefits, disability as well as life insurance. In addition, you will have the opportunity to work alongside mission-driven and dedicated colleagues across the world who are committed to breaking the cycle of poverty, illiteracy, and low expectations through service and education.

Apply Here:

Please send a resume and compelling cover letter to: CAjobs@buildon.org

Our Commitment to Equity, Diversity and Inclusion

buildOn is committed to building and maintaining an inclusive environment that drives innovation, strengthens ONE buildOn and bolsters a cultures where people truly feel valued, heard and respected. buildOn provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or veteran status.

To learn more about buildOn, please visit our website at www.buildOn.org