



**Title: U.S. Immersion Coordinator**  
**Reports to:** U.S. Immersion Director  
**Type: Full-time/Exempt**  
**Location:** Oakland, CA

### **Who We Want:**

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 28 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 nearly 1500 schools in Haiti, Nicaragua, Mali, Burkina Faso, Senegal, Malawi, Nepal, and Guatemala. 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!

### **What You'll Do:**

The U.S. Immersion Coordinator organizes and leads powerful and immersive service experiences that connect our funding partners to the buildOn mission and promote a genuine cultural exchange. Individuals in this role must have a dynamic and welcoming presence to recruit, energize, and lead buildOn students, staff, and partners simultaneously. This role is integral in helping our funding partners understand the impact of buildOn and leading them to become powerful advocates for the cause. In all responsibilities, the U.S. Immersion Coordinator works across boundaries to collaborate closely with various departments, particularly buildOn U.S., Development, and Marketing. This position touches all aspects of the organization and is a great stepping stone to develop Marketing, Development, and Programming skills for future advancement.

The U.S. Immersion Coordinator will support the following initiatives and more:

- *Constructive Leadership:* implement and lead the new leadership platform at this buildOn through the Immersion programs. Constructive Leadership inspires solidarity and unleashes our courage, resilience, empathy, passion for the possible, and it can only be ignited through service.
- *Partnership Program:* a six-session experience pairing adult volunteers/partners from various companies with buildOn students for skill-sharing and service activities following a curricular theme such as Civic Engagement, College Readiness, Career Readiness, or Financial Literacy.
- *36 Hours:* a personal and immersive two day experience that allows business and community leaders to travel to a buildOn neighborhood and "walk in the shoes" of our U.S. students through a student-led immersion experience.
- Fundraising events in various buildOn regions.
- *Student Storytelling:* elevate the stories of buildOn students and the impact of service to inspire people to join and support the buildOn movement.

The U.S. Immersion Coordinator will be the primary point of support within the home region and likely also work remotely across regions to support one (or more) additional buildOn region(s).



### What We Value:

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

- **QUALITY OBSESSION:** An intense focus on creating and launching only the highest quality, most compelling, and visually dynamic creative work possible.
- **BUILDING COLLABORATIVE RELATIONSHIPS:** Develops, maintains, and strengthens partnerships with others inside and outside the organization.
- **STAKEHOLDER FOCUS:** Strives to provide consistently high internal and external stakeholder satisfaction.
- **PERSUASIVE COMMUNICATION:** Plans and delivers oral, written, and visual communications and stories that impact and persuade their intended audiences.

### What You Bring:

- Coordinate buildOn U.S. involvement in all external-facing fund development, marketing, and stakeholder engagement opportunities to sustain and grow financial support for buildOn U.S.
- Plan and facilitate Partnership Program sessions for students and adult volunteers.
- Coordinate logistics for each Partnership Program session including meeting space, student transportation, and food.
- Strengthen Partnership Program curriculum, structure, and processes individually and collaboratively.
- Strengthen Constructive Leadership curriculum, structure, and processes individually and collaboratively.
- Coordinate student, school, and community integration for various immersions and events.
- Lead student preparation for storytelling or activities related to immersions and events.
- Coordinate service projects for students and donors and lead them alongside buildOn U.S. team members.
- Help facilitate the collection of data and content to report on buildOn U.S. programs to funders.
- With Program Director's collaboration, manage additional buildOn U.S. team support for all external initiatives as necessary.
- Maintain consistent, excellent communication with Immersion Director, Program Director, and applicable buildOn U.S., Development, and Marketing team members.
- Manage the regional US Immersion budget, including monthly account reconciliation, expense reporting, and ongoing tracking.
- Perform other duties as assigned by Immersion Director and/or Chief Marketing Officer.

### 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 cover letter to [MarketingJobs@buildon.org](mailto:MarketingJobs@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](http://www.buildOn.org)