

BUILD, a national youth entrepreneurship and college success program, has 5 exciting positions open for the upcoming 2013-2014 school



9TH GRADE ENTREPRENEURSHIP PROGRAM MANAGER

The 9th Grade Entrepreneurship Program Manager (also referred to as the E1 Program Manager) is responsible for managing the first-year entrepreneurship program, an academic elective for 9th graders taught in partner high schools. Responsibilities include: supporting and collaborating with BUILD teachers, training and managing BUILD mentors, ensuring delivery of 9th grade curriculum to meet benchmarks, developing and co-teaching lessons in executive functioning and college awareness, and maintaining strong relationships with faculty and staff at four partner high schools. Bachelor's degree and previous teaching experience required. Familiarity with entrepreneurship education and prior event management experience preferred.

COLLEGE READINESS PROGRAM MANAGER

The College Readiness Program Manager (CRPM) ensures that all BUILD students will be eligible and competitive for college and successfully guides students to complete the college application process (applications, financial aid and scholarships). Additionally, the CRPM will collaborate with all program managers to ensure students are college ready through developing the 21st Century Skills required to succeed in college and in their careers. Bachelor's degree and 3+ years previous teaching experience required.

GRANTS AND COMMUNICATIONS COORDINATOR (PT)

This part-time position will be responsible for supporting the Development Department through grant writing and marketing communications. Will research and write grants, develop marketing materials (i.e. flyers, brochures, website), and provide administrative support to the development team. Excellent writing skills required. Strong background in marketing with experience in website management and email communications preferred. This is the perfect entry level position for someone who loves to write and wants to get into fundraising. Strong possibility for promotion to full-time employment based on performance.

AMERICORPS VISTA (2 OPENINGS)

The Americorps VISTA is a full-time service corps position with a paid stipend, which will focus on Volunteer Engagement. The VISTA member will assist with mentor recruitment events, develop a social media strategy including Twitter, Facebook, and a Mentor Blog, coordinate mentor appreciation activities, design efforts to support mentor:mentee relationships, and provide administrative support as needed. Annual Stipend: \$12,000

ABOUT BUILD

Founded in 1999, BUILD's mission is to use entrepreneurship to excite and propel disengaged, low-income students through high school to college success. For more details about BUILD and for full job descriptions, please visit **www.build.org**.

HOW TO APPLY

To apply, send cover letter and resume to **greaterbostoncareers@build.org**. In your cover letter, state which position you are applying for and also include your salary requirements. *No phone calls please.*