



Opportunity: Data and Systems Manager, START Center Initiative (Full-Time)

Join Us in Rethinking What Education Can Be

At Big Picture Learning, we believe young people thrive when they are known, trusted, and empowered to design lives of their own choosing. For nearly three decades, we've worked alongside schools and systems to make that belief a reality through student-centered, real-world learning.

We are practitioners. We are story-doers. We work with urgency and heart. And we are looking for a Data & Systems Manager who wants their work to matter.

About the Role

The Data & Systems Manager plays a key role in advancing BPL's mission by being responsible for managing the ImBlaze/B-Unbound platform and related data systems used to track student participation, internships, work-based learning experiences, and program outcomes across the START Center Initiative. This role works closely with Regional Coordinators, school partners, and program staff to ensure that student information, internship placements, program activities, and outcome metrics are accurately captured and maintained. They will ensure that data is used effectively to support program implementation, reporting, evaluation, and continuous improvement. They will also serve as the primary internal expert on the ImBlaze/B-Unbound platform and help train and support staff in using the system effectively.

This position is ideal for someone who thrives in a collaborative, entrepreneurial environment and is energized by building systems, relationships, and solutions that help leaders, educators and youth flourish. At BPL, roles are not silos – they are contributions to a shared vision. You will work alongside passionate colleagues across the country who believe deeply in reimagining education and the power of young people.

Role Overview

- **Location:** Remote, U.S.-based - **Must live in New York or New Jersey**
- **Reports To:** Director of New Forms
- **Employment Type:** Full-Time
- **Travel:** Willingness to travel up to 70% of the time

What You'll Do

Primary responsibilities include, but are not limited to:

Data Management & System Administration

- Manage and maintain the ImBlaze/B-Unbound platform used to track student participation, internships, job shadowing, certifications, and program activities.

- Ensure accurate and timely entry, organization, and maintenance of student and program data across all START Centers.
- Develop and maintain consistent data collection procedures, templates, and workflows for program staff.
- Monitor data quality and troubleshoot issues related to data entry, system access, or reporting.
- Serve as the primary system administrator and coordinate with the ImBlaze/B-Unbound support team.

Reporting & Data Insights

- Generate regular reports on program participation, internship placements, hours completed, certifications earned, and apprenticeship applications.
- Support the Project Director and leadership team with data dashboards, program metrics, performance tracking, and reports for funders, partners, and stakeholders.
- Help align ImBlaze/BUnbound data tracking with broader program evaluation and measurement efforts.
- Contribute to the development of long-term data tracking for student outcomes and apprenticeship placement.

Program Support, Training & Collaboration

- Work closely with Regional Coordinators to ensure student information, internship placements, and program participation are accurately recorded.
- Provide ongoing support and guidance to coordinators on using ImBlaze/BUnbound and related data tools.
- Conduct regular check-ins to ensure data is current and complete across program sites.
- Help coordinators track student progress and participation across internships, job shadowing, summer programs, and other learning experiences.
- Provide training and onboarding for new staff, including Regional Coordinators and school partners.
- Develop user guides and training materials to support effective system use.
- Collaborate with program leadership to ensure data systems support program goals and decision-making.

General

- Support efforts to foster fairness, belonging, and equal opportunity while actively advocating for justice at the personal, organizational, and systemic levels.
- Support, participate in, and attend annual BPL conferences and other org-wide events as needed.
- Other responsibilities may be assigned based on organizational need and individual skills and interests.

Qualifications & Experience

- Bachelor's degree preferred; equivalent experience in data management, education program operations, workforce development, or systems administration will be considered.
- 2-5+ years of experience managing data systems, student information platforms, or program databases, including training users and developing user support materials.

- Experience with ImBlaze/BUnbound or similar internship/work-based learning platforms strongly preferred.
- 2-3+ years experience with Salesforce and/or Salesforce-based applications
- Strong aptitude with Excel, Google Sheets and similar programs
- Strong organizational skills and attention to detail.
- Ability to analyze data and produce clear reports and dashboards.
- Experience working with education programs, schools, or youth workforce initiatives preferred.
- Willingness to travel up to 70% of the time.
- Valid driver's license and ability to travel regularly throughout New Jersey required, in particular to the START Center in Edison.

Core Values & Professional Qualities

- Steadfast belief that students should be at the center of their own learning and that education (in particular public education) is due for a reorientation that allows students to be confident in the pursuit of their own passions and interests
- Strong internal accountability (especially important due to the geographic spread of BPL's work and our virtual teams), comfort juggling multiple projects and prioritizing tasks, and the ability to work remotely in distributed teams across multiple time zones
- Ability to exhibit entrepreneurial behaviors, take ownership, and see tasks and ideas through from conception to implementation
- Excellent interpersonal communication skills both in person and virtually
- Commitment to continuous improvement, a relentless approach to growth and learning, and an openness to constructive critical feedback
- Collegial and empathetic approach to working with others, while bringing a creative, flexible and thoughtful approach to your work
- Ability to use - or quickly learn - multiple tech platforms (i.e., Google Suite, Salesforce, Asana)

Mission & Mindset

Big Picture Learning team members are united by a deep belief that students belong at the center of their own learning and that education must evolve to empower young people to pursue lives of passion, purpose, and possibility. A commitment to advancing this work with urgency and care is essential.

As a fully virtual organization operating across time zones, we value colleagues who are self-directed, internally accountable, and comfortable navigating complexity. Those who thrive at BPL move work forward in the face of uncertainty, take thoughtful risks, and carry ideas from conception through implementation.

Culture matters here. We prioritize connection and mutual support, ensuring every staff member feels valued and equipped to grow — anchored by strong supervision, collaborative peers, and clear agreements about how we work together. The work is demanding and mission-driven, and we approach it with creativity, empathy, and joy.

Compensation

The starting annual salary for this position is **\$82,350**.

Big Picture Learning uses a transparent and consistent compensation model grounded in fairness and objectivity. Each role is benchmarked based on its scope, responsibilities, and required experience using industry data and cost-of-labor analysis. To promote consistency and reduce bias in

compensation decisions, starting salaries are predetermined within our structured framework and are not subject to negotiation.

Our approach is designed to provide clarity and ensure fair compensation practices across the organization.

Benefits & Investment in People

At BPL, we believe our staff should feel supported, valued, and able to thrive – personally and professionally. Our benefits reflect that commitment.

Health & Financial Security

- Fully paid medical, vision, and dental coverage
- Fully paid life insurance, short-term disability, and long-term disability coverage
- Pension plan with a 5% employer contribution, 100% vested after six months

Time to Rest & Recharge

- 8 weeks of paid parental leave and 4 weeks of paid medical leave (after 12 months)
- 13 paid holidays, + 2 religious floater holidays
- Organization-wide holiday break (Christmas Eve through New Year's Day)
- 11 personal/sick days, plus a paid birthday
- 18 days of paid vacation, accrued at 1.5 days per month beginning the first full month
- 3 annual "Chill & Recharge Days" dedicated to supporting work-life balance and intentional focus on health and wellness

Tools & Remote Work Support

- Company-issued laptop
- Home office equipment (printer/scanner/copier and supplies)
- Cell phone coverage (company plan or up to \$400 toward a new device)
- Coverage of TSA Pre-Check, CLEAR, or Global Entry enrollment fees
- Reimbursement for approved organizational travel

How to Apply

We welcome thoughtful applications from candidates excited about advancing Big Picture Learning's mission.

Applications will be reviewed on a rolling basis, with a final deadline of **April 9th, 2026**.

Desired Start Date:

To apply, please click below and submit the following materials:

- A thoughtful, tailored cover letter (no more than 2 pages)
- Resume or CV
- Contact information for at least two professional references

[**Click Here To Apply**](#)

Eligibility Requirement: U.S. Citizenship or Permanent Residency

Please note that this position requires the candidate to be a U.S. Citizen or a permanent resident with pre-approved work authorization. Due to the nature of this role and to comply with federal regulations

and/or contractual obligations, only citizens and residents are eligible for employment. Proof of U.S. citizenship/residency will be required as a condition of employment.

Big Picture Learning is an equal opportunity employer and prohibits discrimination against and harassment of any employee or any applicant for employment because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status (special disabled veterans, disabled veterans and Vietnam-era veterans), or any other characteristic protected under applicable federal or state law. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients; and all qualified applicants are encouraged to apply.
