



Opportunity: Regional Coordinator, 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 Regional Coordinator who wants their work to matter.

About the Role

The Regional Coordinator plays a key role in advancing BPL's mission by leading the implementation of the New Jersey Skilled Trades Apprenticeship Readiness Training (START) Center Initiative across assigned sites and regions. In partnership with schools, students, families, and employer, union, and workforce partners, this role builds relationships and coordinates career-connected learning experiences—such as internships, job shadowing, and out-of-school-time programming—to support students' progression into apprenticeship pathways. The Regional Coordinator also ensures effective program implementation and maintains high-quality student data and records in ImBlaze to support strong START Center outcomes.. 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:

School and Partner Coordination

- Serve as the primary liaison for assigned START Center schools and regional partners, building and maintaining strong relationships with school staff, START Center staff, workforce boards, union representatives, and community partners.

- Coordinate and support implementation of START Center programming across middle and high school grades, including summer camps, career exposure, job shadowing, internships, and apprenticeship-readiness activities.
- Align program activities with school schedules, academic expectations, student support systems, and CTE programming.
- Facilitate communication and collaboration among Big Picture Learning, school partners, and trades-related stakeholders, including participation in regular planning meetings.

Student Support and Program Implementation

- Recruit, engage, and support students in START Center activities, including internships, fellowships, and out-of-school-time learning.
- Prepare students for success in work-based learning and support families in understanding skilled trades pathways and apprenticeship opportunities.
- Monitor student participation and progress, addressing barriers such as attendance, transportation, documentation, and work readiness.
- Coordinate student reflection, feedback, and portfolio development while collaborating with partners to build durable skills and trade competencies.

Internship and Out-of-School-Time Coordination

- Coordinate internships, job shadowing, and out-of-school-time opportunities with employers, union partners, schools, and community organizations.
- Match students to appropriate placements and ensure all parties understand expectations, schedules, and documentation requirements.
- Maintain quality experiences through regular check-ins, communication, and problem-solving with students, mentors, and partners.
- Support planning and execution of summer programs, exposure events, field trips, convenings, and other enrichment opportunities.

Data Management and Reporting

- Manage student and program data in ImBlaze, including placements, participation, outcomes, and work-based learning records.
- Maintain accurate, timely records (e.g., enrollment, attendance, hours, reflections, mentor information, progress) in compliance with policies and confidentiality requirements.
- Generate reports and provide regular updates on program implementation and student outcomes; support data collection for evaluation, improvement, and funder reporting.
- Coordinate with BPL accounting and assist with documentation and follow up to ensure timely payment for students, mentors, and teachers.

Communication and Continuous Improvement

- Communicate consistently with students, families, educators, and partners about program opportunities, expectations, and progress.
- Identify challenges and proactively problem-solve with internal and external partners to strengthen implementation.
- Contribute to regional and statewide planning, learning, and continuous improvement efforts across the START initiative.

- Participate in professional development, meetings, convenings, and support additional projects as assigned.
- Support special projects and additional responsibilities as assigned by the Project Director and Project Manager.

Qualifications & Experience

- Bachelor's degree preferred; equivalent professional experience in education, youth development, workforce development, career-connected learning, or program coordination will be considered.
- 3-5 years of relevant experience working with schools, youth programs, workforce development initiatives, internships, or community partnerships.
- 2+ years of relevant experience collaborating with teachers, school leaders, community-based organizations, and employer or union partners.
- Experience supporting young people in internships, career exploration, or out-of-school-time programs strongly preferred.
- Comfort using data systems and digital platforms; experience with ImBlaze/B-Unbound or similar student information/work-based learning platforms preferred.
- Strong organizational skills and attention to detail, with the ability to manage multiple school sites, partnerships, deadlines, and priorities.
- Knowledge of career and technical education, apprenticeship pathways, and/or the skilled trades is 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: May 4th, 2026

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.
