

JOB OPPORTUNITY: Boston Programs Manager

Start Date: August 1, 2025

Location: Boston Area

This position could be fulfilled at 0.5 FTE or FT, depending on experience, salary requirements, and availability

BioBuilder will not offer relocation support. Hire must be eligible to work in the U.S. and will report to the Director of Curriculum and Training

About BioBuilder

BioBuilder was founded as a nonprofit organization in 2011 and has now emerged as a national model for education, making a substantial impact in secondary and post-secondary schools in nearly every state and in more than 55 countries. BioBuilder's roots are in the undergraduate major for Biological Engineering at MIT. With grant and philanthropic funding, as well as revenue-generating programs and support from industry-leading companies, the BioBuilder Educational Foundation provides openly accessible lessons, hands-on laboratory content, and novel problem-based learning modules that inspire high school students to learn and to love life science. Our innovative science and engineering programs open pathways to bright futures, successful careers, and a better world.

We Believe in the Next Generation: We empower young people to solve real-world challenges through science, knowing they have the potential to shape a better future.

Access is Essential: STEM education must be accessible to all. We are committed to eliminating barriers and expanding opportunities everywhere we work.

Authenticity Sparks Engagement: We teach real science, rooted in real-world impact. Authenticity—in our content, communication, and culture—drives meaningful learning.

Humanity First: We lead with empathy, kindness, and flexibility. Whether in the classroom or the workplace, we value people over process.

Innovation with Integrity: We champion curiosity and creative thinking, while staying grounded in ethical responsibility and thoughtful progress.

<https://biobuilder.org/about/>

Job Description

The **Boston Programs Manager** oversees the day-to-day operations of BioBuilder's three Boston-based student initiatives:

- **High School Apprenticeship Challenge (HSAC)**
- **Summer Research Program (SRP)**
- **BioBuilder Learning Labs** (Boston Seaport and Allston locations)

This full-time position plays a vital role in delivering high-quality, hands-on biotechnology learning experiences for high school students and educators. The Boston Programs Manager coordinates logistics, staffing, and communications, ensuring that each program reflects BioBuilder's commitment to excellence in STEM education.

Key Responsibilities

High School Apprenticeship Challenge (HSAC)

- Coordinate all aspects of the hybrid spring program (in-person and virtual sessions)
- Adapt and distribute curriculum materials using BioTechBuilder content
- Manage instructor communications and scheduling
- Handle student applications, outreach, and admissions
- Organize credential testing and seminar speaker scheduling
- Track attendance, order weekly lunches, and print certificates of completion

Summer Research Program (SRP)

- Oversee planning and delivery of the two-week summer workshop
- Manage communications with students and families
- Schedule instructors and guest speakers
- Maintain and expand partner relationships
- Monitor daily attendance, coordinate lunch orders, and prepare certificates
- Collect program photos, videos, and student feedback for reporting

Learning Labs (Boston Seaport and Allston)

- Schedule and support programming such as school visits, workshops, and community events
- Recruit new and repeat workshop participants
- Coordinate printed materials, signage, and post-event documentation

Cross-Program Support

- Maintain participant databases and communication logs
- Assist with grant reporting, program surveys, and marketing collateral

- Help prepare and distribute printed materials, flyers, and evaluation forms
- Align all Boston-based efforts with BioBuilder's mission and values

Qualifications

We are looking for a high-rate learner with

- 3–5+ years of experience in program coordination, youth development, STEM education, or nonprofit operations
- Strong organizational and communication skills
- Experience working with high school students and diverse communities
- Ability to manage multiple priorities and timelines independently
- Comfort with in-person logistics, tech platforms, and basic data tracking
- A post-secondary degree in life science

Compensation & Benefits

- Competitive salary commensurate with experience
- SIMPLE IRA with employer contribution
- Unlimited PTO and flexible work arrangements
- Professional development opportunities
- Meaningful work in a mission-driven, collaborative team

To Apply

Send an email outlining why you believe you are a great fit for this role and a resume to BioBuilder's Executive Director, Dr. Natalie Kuldell, natalie@biobuilder.org. Please include your name and "BioBuilder Boston Program Manager" in the subject line of your email. Be prepared to provide the names/contact information of three references.

Applications will be reviewed on a rolling basis until the position is filled.

