



Program Manager @ Facebook

The Bridge Group, LLC has an open position as a Program Manager in the Workplace Design department at Facebook. The candidate will be closely involved in the creation and implementation of standards and involved in the development of culture at Facebook locations. This leader will advance the strategy of programs with the responsibility of creating scalable solutions as Facebook grows. We are looking for someone with strong skills in collaboration, change management, stakeholder engagement, and extensive experience managing programs on a large scale. The position is an exciting opportunity to work at an energetic company that values work-life balance. This is a program manager position based in Menlo Park but may involve some travel.

Responsibilities will include:

1. Understand the goals of the Workplace Design program and supplier partners to create a shared understanding for the program strategy, implementation, and performance evaluation metrics
2. Create standards and work with cross-functional teams
3. Build program strategies including guidelines, principles, and frameworks
4. Manage a team to develop consistency driving towards the goals of the program
5. Develop innovative and creative ways to evolve programs to meet Facebook's cultural values
6. Identify needs and drive improvement

Qualifications:

1. Architectural or related background
2. Program management experience
3. Experience creating standards
4. Dynamic self-starter able to move fast, pivot and remain autonomous
5. Must be organized and know how to prioritize
6. Be able to balance program design, with operational priorities to meet budget objectives, while delivering a phenomenal workplace experience
7. Proven leadership skills, including collaboration, communications, and presentation
8. Proactive, results and detail oriented, with a can-do attitude and strict attention to detail in meeting critical deadlines
9. Must have expertise in the Microsoft Office including Outlook, Word, Excel and Powerpoint
10. Experience editing documents in Adobe or Bluebeam
11. Excellent communication skills, both written and verbal
12. Creative thinker - enjoys thinking outside of the box

Compensation:

1. Competitive salary
2. Health, Dental, Vision, Life coverage
3. Retirement plus company matching
4. Generous PTO policy