



CRISTO REY

SAN JOSÉ JESUIT HIGH SCHOOL

Corporate Work Study Program Position Description

Title:	Corporate Work Study Program Coordinator
Requirements:	Please see job description for a full list of requirements
Start Date:	August 1, 2018 (exact date to be mutually agreed upon)
Contact Name:	Sarah Chesson
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Introduction

Cristo Rey San Jose Jesuit High School is looking for dedicated professionals to help continue to grow the impact of our school community and partner with our students, families, Corporate Work Study Program Partners and stakeholders. Cristo Rey San Jose opened its doors in 2014 and are now part of the 35 school network. The Cristo Rey San Jose community embraces a blended learning model, is committed to social justice, strongly promotes community service, celebrates a diverse array of supportive Corporate Work Study Program Partners and has committed to seeing its graduates to and through college. The Cristo Rey San Jose mission is as follows:

Cristo Rey San José is a Jesuit, Catholic high school that empowers students from underserved communities in San José to be men and women for others who are prepared spiritually, academically, and professionally to complete college and who will become accomplished leaders committed to a lifelong pursuit of learning, faith, and justice.

Since the founding of the first school in Chicago in 1996, the Cristo Rey model has become one of the most innovative and successful educational programs in the nation, serving over 11,000 students nationwide.

Job Description: Corporate Work Study Program Coordinator

The Program Coordinator plays a critical role in the Cristo Rey San José Corporate Work Study Program (CWSP). The Program Coordinator is responsible for maintaining and deepening the relationships with the Corporate and Nonprofit Partners that hire our students and acts as the point person for communication with

supervisors and students in their portfolio. The Program Coordinator supports and implements the day-to-day program administration and operations which often include student transportation and daily routines, data collection, resource development, interdepartmental collaboration and special projects. In concert with the Director and Assistant Director, the Program Coordinator will also develop new opportunities to strengthen relationships with students, families, faculty/staff, other Cristo Rey Work Study Programs and Partners. Finally, the Program Coordinator supports the mission of Cristo Rey San José Jesuit High School.

Reports to: Assistant Director, CWSP

Responsibilities

1. Manage portfolio of Corporate & Nonprofit Partner relationships and student work teams employed at those Partners

- a. Build relationships with and coach students towards excellent performance at their work placement
- b. Build strong relationships with Partner supervisors, anticipate needs of and effectively respond to supervisors managing student workers at Partners
- c. Take the lead on all regular communication with supervisors and students within portfolio
- d. Provide resources to, conduct site visits with, share best practices and monitor progress of Partner supervisors and students in order to ensure placement success
- e. Manage all aspects of partnerships within portfolio in a solution-oriented, supportive way demonstrating excellent customer service to Partners and students
- f. Drive student work placement matching conversations and onboarding for students/supervisors within portfolio
- g. Monitor timecard and performance evaluation feedback and implement interventions with students

2. Data Management, Compliance & Quality Assurance Lead

- a. Ensure CWSP team is keeping accurate and up to date student employment files and documentation
- b. Lead team efforts to maintain accurate student, Corporate Partner, supervisor, family, etc. information in school databases (i.e. PowerSchool, Work Study Force/Salesforce, Google Drive records)
- c. Plan and facilitate Student Employment Sessions for incoming CRSJ students and lead team's efforts to collect necessary documentation from students on designated portfolio
- d. Drive biannual Cristo Rey Network student performance evaluation deployment, data collection and reporting
- e. Organize and archive safety training data and documentation in accordance with Dept. of Labor guidelines and Cristo Rey Network guidelines
- f. Ensure student timecards are accurate and regularly completed; develop incentives and consequences for incomplete timecards
- g. Lead Work Study Force/Salesforce (and other tech tools!) knowledge development for team; utilize Work Study Force reporting tools to inform best practices and identify programmatic areas of improvement
- h. Liaise with technology staff at Cristo Rey Network to get CWSP questions answered and ensure CWSP is kept in the loop on data management and technology developments

3. Student Development & Family Communication

- a. Provide program leadership and logistics support during Morning and/or Afternoon CWSP Routines (students departing for and returning from work)
- b. Lead student professional development groups/classes focused on college and career readiness topics

- c. Build positive relationships with students; Provide direct support to students through positive reinforcement and constructive interventions in order to help ensure continuous improvement in professional skills and work performance
- d. Potentially translate documents and presentations; Communicate with families (English/Spanish/Vietnamese) over the phone/email and at various school/CWSP events as needed (Parent-Teacher Conferences, New Family Orientations, Student Employment Sessions, etc.)
- e. Collaborate with diverse stakeholders: faculty, all staff, BOD members, Corporate Partners, students, families, transportation staff and CRSJ supporters
- f. Provide direct supervision and support to students who are 'in-house' on their work days based on rotating team calendar

4. Interdepartmental Collaboration

- a. Provide CWSP representation as an active member of interdepartmental committees and initiatives
- b. Serve as CWSP liaison to selected grade level: represent CWSP on grade level team, attend retreats and grade level assemblies and events, participate in CWSP content facilitation opportunities with grade level, etc.
- c. Identify and develop opportunities for cross-departmental initiatives that will help elevate and improve CWSP-academic collaboration
- d. Take the lead on CWSP-driven events that involve faculty/staff
- e. Participate, when possible, in school-wide community events - community masses/potlucks, service learning, student supervision, assemblies, retreats, etc.

5. Resource Development

- a. Work with CWSP team to identify and codify best practices for student and Partner support; develop tools that the CWSP team and supervisors can use with new and evolving Partners
- b. Lead initiative around creating student worker job description resource or "Book of Jobs" for CWSP Partners and new prospects
- c. Maintain and update supervisor-facing CWSP resources; develop new resources for Partners to use that will help enhance the CWSP experience and lighten the supervisory load at the work placement (i.e. sample schedules, task checklist models, email templates, independent assignments, etc.)

6. Other duties as assigned.

Qualifications – Required

- Successful applicants will embody the mission-commitment, intellectual curiosity, openness to growth, and optimism that are central to the character of our team
- Demonstrated record of effective student support with middle school, high school or college students; expertise with underserved communities preferred
- Strengths-based approach to working with students and adults; ability to be a consistent, positive role model and support for students
- Experience in successfully managing complex relationships with diverse stakeholders
- Demonstrated record of being able to handle multiple projects and excel in a fast-paced, detail-heavy and sometimes ambiguous environment
- Strong collaborator; possessing an ability to listen thoughtfully and engage passionately with a diverse audience
- Experience managing projects effectively and a desire for continuous quality improvement
- Strong ability to multi-task and pivot as priorities evolve
- Motivated, self-starter able to work with minimal direct supervision

- Passionate about inspiring and coaching students to be their best selves; equally passionate about supporting partnering adults to see the potential of our students
- Excellent written and verbal communication skills; ability to maintain solution-oriented approach in all communication
- Flexibility, good sense of humor and excited to work in a dynamic nonprofit environment
- BA/BS degree from accredited college or university; preferably in Education, Child/Adolescent Development, Social or Behavioral Sciences, Nonprofit Management or a related field

Qualifications – Preferred

- 5+ years of professional work experience
- Teaching/facilitating and curriculum development experience and expertise strongly desired
- Bilingual – English/Spanish or English/Vietnamese strongly preferred!
- Experience in supporting partnership work in nonprofit, corporate or education environment
- Experience facilitating effective meetings

Salary, Benefits & Schedule:

- This is an exempt, full-time role and is not a telecommuting/remote position. Working hours will be spent primarily at CRSJ and with Corporate Partners and students in the field.
- This position is eligible for benefits including health, dental, vision and 403b/retirement.
- CWSP staff members work 12mos of the year with two weeks of PTO in December, in addition to 12 paid holidays, 12 days of PTO and 3 sick days.
- Salary is commensurate on education and years of experience.