

Cristo Rey High School Sacramento

Position: Work-Study Program Coordinator - Student Support

Reports to: Work-Study Program Director

Classification: Non-Exempt

Salary Range: \$15-18/hr dependent on experience

Schedule: 35-40 hours per week

Cristo Rey High School Sacramento (CRHSS) is seeking a Corporate Work-Study Program Coordinator. CRHSS is a private institution focused on transforming lives by providing a college preparatory education and professional work experience to high school students with limited financial resources. Serving the greater Sacramento region, CRHSS is committed to breaking the cycle of poverty for its students and developing our region's future workforce. The school opened in 2006 and has grown to over 375 students in grades 9 through 12.

All students participate in Cristo Rey's innovative Work-Study Program, spending one day per week engaged in a corporate work assignment at leading companies and non-profits throughout the Greater Sacramento Region. This program, in addition to being the primary revenue source for the school, allows our students to develop professional skills and experiences while still in high school.

Overall Position Description:

As a member of the Corporate Work-Study Program team, you will manage relationships with our corporate business partners to provide excellent customer service, with our students to facilitate the logistics of their work experience and to enhance learning from their work experience, and with other staff and faculty at Cristo Rey High School Sacramento. Over the summer our focus is on freshman assessment and training and matching students to roles in our business partners.

Essential Functions:

- Manage a portfolio of corporate business partners and CRHSS students
- Proactively communicate with our business partners via email, phone and onsite visits to enhance customer satisfaction, student learning and safety, and ensure government compliance
- Prepare and process necessary paperwork, onboarding requirements, tax forms, documentation, and work permits for student workers
- Document communication and activities (job descriptions, business partner norms and schedules, student attendance, time cards, dress code violations) to support the daily operational needs of the Work-Study Program
- Under the supervision of the Program Director, oversee the coordination of the Summer Institute program, including: curriculum development, daily debrief meetings, provide support to teachers and Dean of Students, volunteer coordination, tracking attendance and grade assignments

- Assist Program Director with the administration and planning of yearly supervisor training
- Coach student workers for professional success in the workplace, advise Peer Mentoring group and help to retrain any students whose work is not satisfactory
- Assist in management of Work-Study Program volunteers
- Transport students to and from work as needed if a regular driver(s) becomes ill or unavailable
- Meet with students, staff, business partners, and parents in a timely fashion to address any motivation or performance based issues
- Additional projects as assigned (transportation audits & coordination, student training, event planning, business partner development, route planning, summer worker payroll)
- Attend occasional school events in the evening/weekend and travel to Cristo Rey school coordinator meeting annually

Required Qualifications:

- Associate Degree or enrollment towards a Bachelor's Degree with focus on youth development, teaching, human resources or workforce development
- A focus on client satisfaction, aimed at deepening and expanding relationships with existing business partners and maintaining a high retention rate year over year
- Ability and desire to effectively communicate and build relationships with a wide variety of stakeholders from corporate managers and high school students with diverse backgrounds
- Ability to work independently in a fast-paced environment
- Organized and technologically savvy (Salesforce/CRM, MS Office, Google Apps/Drive, Powerschool)
- Entrepreneurial attitude – willing to do what it takes to improve business partner and student experiences
- Valid CA Driver's license and follows CA driving laws by ensuring a clean driving record
- Excited to work within the Cristo Rey model and mission

Preferred Qualifications:

- Bachelor's Degree and 1-5 years' experience with youth development, teaching, human resources or workforce development.
- Spanish proficiency strongly preferred
- Individuals with both corporate and education experience desired; will consider candidates with only one, if interested in both areas
- Talent development, training and/or recruiting experience
- Teaching, esp. high school, and/or curriculum development experience
- Experiential learning, service learning, internship or work study experience
- Online classroom, curriculum or website development or management
- Experience as a mentor or leading mentoring programs

Interested applicants should submit a cover letter and resume to Debbie Woodsford,
dwoodsford@crhss.org.