

Date: January 15, 2019

Job Title: Corporate Work Study Program Coordinator

Reports to: Director, CWSP

FTE/Classification: Exempt, Full Time, 12 months

We are seeking a skilled, mission-driven individual who is passionate about the Cristo Rey mission, and motivated by the energy of an innovative model of school and corporate partnership to serve as a **Corporate Work Study Program (CWSP) Coordinator**.

Holy Family Cristo Rey Catholic High School is part of the national Cristo Rey Network. Holy Family Cristo Rey is a Catholic college preparatory high school for students of all faiths from families of limited financial means. It is co-educational and serves students of diverse backgrounds. We help our students grow intellectually, academically, spiritually, socially, and morally.

Our Corporate Work-Study Program ("CWSP") is an integral part of our strategy. Through CWSP, our students work five days a month in a professional setting, such as law firms, hospitals, banks, insurance companies, nonprofits and government entities. Through this work, they cover more than half of the cost of their education, and they obtain a tremendous experience and education being mentored by professionals in our community.

We endeavor to support our students as learners and emerging professionals, ensuring that all our students graduate from high school and college and become the future leaders in diverse public and private sectors, corporations, service organizations, their own faith communities, and the community at large. To learn more about us, visit <http://www.hfcristorey.org>

Basic Requirements

The CWSP Coordinator supports the overall efforts of the Corporate Work Study Program and maintains a healthy working relationship with the Director of CWSP, Associate Director of CWSP, Principal of the School, all school staff and faculty. The Coordinator publicly supports the Director of CWSP, President, the Board of Directors, the Church and all school policies.

The Coordinator supports the overall efforts of the Corporate Work Study Program. He/she focuses on communication and retention strategy with current partners and ensures student-workers are performing at an optimal level at their workplace.

The Coordinator helps plan and organize the transportation and employment activities of the program. He/she also joins in promoting the overall development of the student as a person,

and the mission of the school. The school strives to build a genuinely Christian community in which students are offered love, acceptance, discipline and challenge while empowering students to reach their full potential.

The Coordinator should fulfill the following requirements:

- Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Ability to engage, supervise, motivate and evaluate high school aged students from low-income and diverse ethnic backgrounds.
- Sensitivity to the ethnic, racial and religious backgrounds of the students.
- Advanced knowledge of Microsoft Office Suite
- Excellent written and oral communication skills and ability to handle multiple tasks.
- Strong analytical skills and the ability to exercise good judgment are essential
- Self- motivated, detailed oriented, and proactive in completing responsibilities and troubleshooting.
- Valid Alabama driver's license and acceptable driving record.
- Must be willing to work some evenings and weekends.
- The employee must occasionally lift and/or move up to 15 pounds.

Essential Duties and Responsibilities

- Helps administer the Corporate Work Study Program by coordinating job placement, overseeing student job preparation, monitoring student performance while on the job, and supervising the work evaluation process.
- Develops and maintains ongoing positive relationships with CWSP partners and the supervisors of student workers.
- Supports the continued development of students in the workplace and beyond.
- Must conduct job performance training, student coaching and troubleshooting behavior concerns.
- Helps plan and execute summer training, preparation and team building sessions for new students, along with a refresher orientation of returning students.
- Supervises the development and implementation of the CWSP transportation (to and from partner job sites).
- Assists with student recruitment and admissions process.
- Addresses and enforces all school policies with an emphasis on discipline, professionalism and dress code.
- Assists in event planning including student-parent orientation and partner appreciation.

- Meets periodically with the Corporate Work Study Program team and keeps staff constantly informed of important issues related to responsibilities outlined herein.
- Provides proactive customer service to achieve renewal of business partner contracts.

- Coordinates routes for CWSP transportation: assists in developing route maps for drivers, and establishes bus routes and schedules for the Corporate Work Study Program.
- Together, with the Director, works to integrate the students' school and work experiences for the academic and social development advantage of the students.
- Attends staff meetings as required.

Performs other duties as requested by the Director of Corporate Work Study Program.