



CRISTO REY SACRAMENTO

H I G H S C H O O L | *The school that works.*

Students perform the following tasks at Work-Study sponsors:

- Receptionist duties: answer phones and greet visitors/clients
- Receive, open, sort and distribute mail
- Filing, including:
 - Set up new files
 - Put away current files
 - Archive old files
 - Maintain filing system
- Create packets, binders and other materials for promotion, marketing, and trainings
- Maintain databases utilizing database systems and Excel
- Translate/Assist with Spanish speaking clients, patients and customers
- Scanning projects
- Transfer paper files to electronic files
- Maintain office inventory: keep track of supplies, process orders for new supplies
- Assist with researching projects
- Set up conference rooms
- Assist marketing departments with creation of promotional materials
- Assist in social media marketing
- Assist IT departments in set up of computers and other technology
- Accounts payable/receivable: review and reconcile accounts/statements
- Sorting and distribution of donations
- Consumer/patient relations

This is an overview of some of the duties Cristo Rey students perform at the 100+ organizations that sponsor Cristo Rey students in the Greater Sacramento region.

For information on sponsoring “The School That Works”, contact Debbie Woodsford, Work-Study Program Director at (916) 400-3386 or dwoodsford@crhss.org.