



# CRISTO REY

## FORT WORTH HIGH SCHOOL

*at Our Mother of Mercy*

**Job Title:** Program and Client Relationship Manager of the Corporate Work Study Program

**Reports To:** Director of Corporate Work Study Program

### **Summary Statement**

As a primary link to the school's Corporate Partners, and as the leader of the professional development of the students, the Program & Client Relationship Manager helps coordinates the day-to-day operations of the work-study program and joins in promoting the overall development of the student according to the principles and the mission of the school.

---

### **Overall Description:**

All Cristo Rey students are required to complete a college preparatory curriculum and participate in the corporate work-study program (CWSP) whereby they spend five days per month engaged in a corporate work assignment. CWSP is a unique feature of the Cristo Rey model. The school includes a subsidiary employment agency which trains the students for entry-level employment, hires them, and markets their services to corporate clients.

Typically, four students share one full-time position from mid-August through early June. The fees for the students' services go directly to the school to pay a sizable portion of the cost of education.

The Program and Client Relationship manager supports the overall efforts of the Corporate Work Study Program, focusing on communication and retention strategy with current sponsors and ensuring student-workers are performing at an optimal level at their sponsors' workplace.

Additionally, this role will play an integral piece in promoting the overall development of the student as a person, according to the educational principles and the mission of the school. The school strives to build a genuinely Catholic community in which students are offered love, acceptance, discipline and challenge; while empowering students to reach their full potential.

### **Primary Responsibilities:**

- Help administer the school's Corporate Work Study Program, including developing and maintaining positive relationships with current corporate sponsors, prospecting potential job sources, procuring and coordinating job placement, overseeing student job preparation, monitoring student performance while on the job, supervising the CWSP evaluation process.
- Work alongside the Associate Director of CWSP to plan and execute Cristo Rey Fort Worth's GRIT Academy which is designed to prepare students for a college preparatory curriculum and to succeed in the workplace.

- Develop and maintain ongoing good relations with CWSP sponsors and the supervisors of student workers.
- Support the continued development of students in the workplace and beyond. Must do job performance training, student coaching and troubleshooting behavior concerns.
- Supervise development and implementation of the CWSP transportation (to and back from sponsor job sites).
- Is involved in the student recruitment and admissions process.
- Actively take a lead role in event-planning for job procurement, student-parent orientation, and sponsor appreciation.
- Together, with the school academic team, work to integrate the students' school and work experiences for the academic and social development advantage of the students.
- Assist with CWSP efforts to involve families including updates on work performance, attending family meetings, and coordinating CWSP presence at conferences.

**POSITION REQUIREMENTS:**

Candidate should be self-motivated, detail-oriented, and be proactive in completing responsibilities and troubleshooting. Strong analytical skills and the ability to exercise good judgment are essential. Candidate must have excellent written and oral communication skills and be able to handle multiple tasks. Advanced knowledge of MS Office, Google Docs/Dropbox/Sheets/Slides, etc., and Salesforce is required.

*Must be willing to work occasional evenings and weekends.*

**Education / Experience:**

- Bachelor or higher academic degree
- At least 3 years experience in business management

**Preferred**

- Experience in sales, marketing, and customer service
- Experience in human resource administration in a large business enterprise
- Experience with and understanding of minority and immigrant cultures
- Experience with the secondary education and / or work with high school aged youth
- Experience working in an urban Catholic school environment

**Skills:**

- Ability to engage, supervise motivate and evaluate high school students from low-income and racial / ethnic minority backgrounds
- Ability to help lead and direct a professional staff in a difficult and complex mission

- Ability to communicate effectively both orally and in writing
- Familiarity and adaptability required for a startup institution

**Preferred:**

- Fluency / strong conversation skills in Spanish

**Personal:**

- Commitment to Catholic Educational philosophy and values
- Commitment to the mission of the school as defined by the Mission Effectiveness Standards of the Cristo Rey Network
- Sensitivity to the ethnic, racial, and religious backgrounds of the students

**Additional Information**

- Salary commensurate with experience. Benefits package includes health, dental, life, short-term, 401k, and generous paid time off and holidays.
- This position requires interaction with faculty, staff, students and visitors.
- **Estimated Start Date For Position:** 5/20/19
- **To apply:** Please send a letter of interest and resume by email to Dani Ray Barton, Director of Corporate Work Study Program at [cwsp@crestoreyfw.org](mailto:cwsp@crestoreyfw.org).