



Executive Director of Corporate Work Study Program

Cristo Rey San José Jesuit High School (CRSJ) is hiring for a full-time Executive Director of our Corporate Work Study Program.

MISSION STATEMENT

CRSJ 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. All CRSJ students participate in a Corporate Work Study Program, through which they work one day a week at a Partner corporation, government agency, or non-profit, thereby gaining professional skills and contributing to the sustainability of the organization.

POSITION SUMMARY

A successful Executive Director of the Corporate Work Study Program (CWSP) will provide and retain revenue-generating job placements for Cristo Rey students at Partner organizations that value the contributions of CRSJ students. The ED will ensure that job placements are rewarding for students and in environments that support a college-going culture. Accomplishing this includes the following:

- Securing work-study jobs at local corporations and businesses for all enrolled students
- Overseeing the placement, training, supervision, transportation and evaluation of our student workers
- Stewarding relationships with Corporate Partners (over 100 organizations)
- Supervising and supporting a team of staff and volunteers
- Overseeing all matters of legal compliance
- Ad hoc projects as assigned by the President & CEO

The Executive Director, along with the President, Principal, and the Chief Finance and Operations Officer, are the executives responsible for the successful programming of both the School and the CWSP.

The Executive Director will require strong skills, including communication, people management, project management, financial acumen, presentation skills, and perhaps most importantly, strategic thinking and execution.

Professionals who enjoy challenges, a true partnership with their President and the School Principal, developing the people on their team, contributing at the highest strategic levels of an organization, as well as being a supportive physical presence on campus, will have an incredibly rewarding experience at CRSJ.

PROFESSIONAL QUALIFICATIONS

- Ability to market, brand, and develop the Corporate Work Study Program to the local business community.
- Successful leadership and management experience.
- Education experience (either teaching or administrative) is preferred.
- Business experience (extra points for experience in sales/business development).
- Strong analytical skills and the ability to exercise good judgment are essential.
- Excellent organizational skills with strong attention to detail.
- Excellent written, oral communication, and interpersonal skills.
- Ability to handle multiple tasks.
- Ability to work in a fast-paced environment and be a self-starter, self-motivated, and innovative.
- Ability to work independently, effectively, and efficiently.
- Commitment to the mission of the school and the Cristo Rey Network.
- Minimum of a Bachelor's degree, Master's Degree (preferred).
- Technological competency: Google Suite, Microsoft Office, and Salesforce preferred.
- Must be willing to work occasional evenings and weekends.
- Fluency / strong conversation skills in Spanish preferred.

SKILLS & ABILITIES

- Total resonance with the mission, vision, and values of Cristo Rey San José Jesuit High School and the Catholic education tradition including a demonstrated commitment to diversity, equity, and inclusion.
- A self-starter and team player with a sense of urgency who is driven to learn and continually identify and determine ways to improve their professional skills.
- Demonstrates complete integrity and inspires trust in order to effectively establish and maintain cooperative working relationships within a diverse, multicultural environment and promote and contribute to an inclusive and respectful workplace.
- Strong interpersonal skills to work effectively with a wide-ranging audience, including leadership, Board of Directors, students, parents, volunteers, alumnae, faculty/staff, and external stakeholders.
- Superb communication skills; excellent written, verbal, and presentation skills.
- Ability to think and plan strategically and creatively.
- Ability to hire, supervise, manage, delegate and evaluate multiple functions and activities (including a programmatic team and a business development team).
- Ability to remain calm, flexible, and work effectively under pressure.

- Can-do attitude and willingness to jump in and help with any task as needed, while thoughtfully building and developing a team to ensure that your time is most frequently spent in the most highly leveraged way.
- Skilled at negotiating and initiating contracts with external vendors.
- Places a high priority on customer service (both internally and externally).
- An entrepreneurial mindset.

ROLE RESPONSIBILITIES – ESSENTIAL DUTIES

- Team Leadership
 - Build, guide and supervise the CWSP team, who administer the daily operations and coordinate interactions between the student workers and CWSP Partners
 - Supervise program/operations staff (currently three Relationships Managers, Director of Operations, Program Assistant, 19 drivers and small number of volunteers) and business development staff (currently three), including leading weekly team meetings
 - Oversee Partner stewardship calendar and new student job development
 - Provide staffing leadership and organization to the Cristo Rey Work Study Board
 - Report, at request of the President, to the Cristo Rey School Board and relevant subcommittees
 - Ensure the CWSP team is engaging in best practices in Partner management and student support
 - Develop and implement CWSP goals, policies, procedures and strategic planning
 - Develop and oversee robust annual program calendar that incorporates events and stakeholder engagement activities that help the CWSP accomplish its goals (SummerBridge, student matching, Partner engagement events, prospect outreach, CWSP student assignments, stakeholder surveys, Partner onboarding activities)
 - Serve as an external representative for the CWSP at community and Partner events; as the opportunities arise, engage in speaking events at Partner sites and/or support the President to do so
- Portfolio Management
 - Manage a portfolio of CWSP Partner relationships and student work teams employed at those Partners
 - Build strong relationships with and coach students towards excellent performance at their work placement
 - Build strong relationships with and coach Partner supervisors, anticipate needs of and effectively respond to supervisors managing student workers at Partners
 - Take the lead on all regular communication with supervisors and students within portfolio which will include conducting site visits/check in calls twice yearly

- Provide resources to, share best practices and monitor progress of Partner supervisors and students in order to ensure placement success
 - Manage all aspects of partnerships within portfolio in a solution-oriented, supportive way demonstrating excellent customer service to Partners and students; always looking for opportunities to deepen professional relationships/partnerships and capacity-build
 - Closely monitor timecard and performance evaluation feedback and implement interventions with students
- Operations
 - Ensure CWSP staffing plans are created, implemented and edited as needed throughout the year; participate in the staffing plan which will include some early morning or evening shifts throughout the week and involve student-facing roles
 - Work in close collaboration with the Relationship Manager focused on transportation to ensure the safe, effective and appropriately staffed transportation program (currently 16 vans, 19 drivers)
 - Work in close collaboration with Director of Operations and Relationship Managers to ensure compliance with Department of Labor and state regulations for Cristo Rey Network CWSP which includes student and Partner safety training, Partner site visits and check in calls, student employment files (work permits, I9s, family agreements, etc), and Partner agreements
 - Work closely with CFOO to plan and execute annual department budget; work with business development team members, President and board to build revenue forecasts
- Collaboration
 - Work in close collaboration with the Principal to execute on a shared vision of student success; jointly explore and support connections between student learning in the classroom and in the workplace
 - Lead interdepartmental collaboration efforts with admissions, counseling, academics, dean's office, advancement, finance, operations, etc. (examples below)
 - Admissions: policy development, CWSP information sharing, candidate interviewing/screening, leadership role on admissions committee
 - Dean's Office: coordinate preventative and reactive behavior support strategies and respond to significant behavioral incidents impacting the CWSP, crisis management
 - Counseling: ensure CWSP is represented in social emotional support and academic intervention discussions
 - Academics: work in close coordination with the Principal and members of the Academic Leadership Team on calendar coordination, space usage, shared student success areas and student enrollment discussions, crisis management

- Advancement: shared stakeholder stewardship, event fundraising, website editing
- HR, Finance & Operations: Partner billing/collections, budgeting, revenue forecasting, vehicle maintenance, event support, crisis management with urgent HR situations
- Serve as a leader and representative of the CWSP and CRSJ with the Cristo Rey Network, Jesuits West, accreditation teams, etc. This may include participating in conferences, professional development, new initiatives, data collection/analysis, report writing and hosting visits
 - Build relationships of mutual support with other Cristo Rey Network CWSP Directors
- Participate in new CWSP leader professional development opportunities and initiatives with the Cristo Rey Network and partnering Cristo Rey CWSPs
- Report to the President, serves as a member of the leadership team; provide input to the President on operations, policies, budget and other issues

OTHER DUTIES AND RESPONSIBILITIES

- Other duties as assigned by the President and CEO

PHYSICAL DEMANDS

The physical demands described below represent those that must be met by an employee to successfully perform the essential functions of this job. In accordance with the Americans with Disabilities Act, as amended, the California Fair Employment & Housing Act, and all other applicable laws, Cristo Rey San Jose Jesuit High School provides reasonable accommodations for qualified persons with disabilities. A qualified individual is a person who meets the skill, experience, education, or other requirements of the position and who can perform the essential functions of the position with or without reasonable accommodation.

- Considerable time is spent at a desk using a computer terminal
- May be required to travel to other buildings on the campus and partner sites
- May be required to drive a 9-person van
- May be required to attend conference and training sessions within Bay Area or in- or out-of-state locations
- Minimal travel
- May be required to lift up to 10 lbs

WORK ENVIRONMENT

The work environment characteristics described below represent those an employee encounters while performing the essential functions of this job.

- Typical office environment
- Mostly indoor office environment with windows
- Time spent throughout campus
- Offices with equipment noise
- Offices with frequent interruptions

SALARY AND COMPENSATION

Range between \$155,000 - \$170,000. Full time employees are eligible for the following benefits: medical, dental, vision, and retirement. Employees' premiums are covered for medical, dental and vision at 100% and dependents at 50% if elected. This position is eligible for enrollment in the group voluntary retirement plan – 403b.

TO APPLY

Send resumé, cover letter, and application questions to Christina Dickson, Director of Human Resources at hr@cristoreysj.org . Accepting applications until position is filled.

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

Cristo Rey San Jose is dedicated to both the letter and the spirit of the equal employment opportunity laws. Employment decisions will not be made on the basis of race, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (including pregnancy, childbirth, or related medical conditions), age or sexual orientation, military or veteran status or political affiliation. Employment decisions based on religious preferences and other religious needs may be made in accordance with applicable law. Cristo Rey also prohibits discrimination on the basis of these protected classifications.

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