CRISTO REY
JESUIT HIGH SCHOOL

Job Title:	**Program Manager**		
Department:	**Corporate Work Study Program**	**Classification:**	**Exempt**
Reports to:	**Director, CWSP**	**Schedule:**	**Year-round**

As an important member of the Corporate Work Study Program office, the Program Manager's focus is to cultivate and strengthen corporate partner relationships as well as compliment Cristo Rey student workforce readiness. The Program Manager interacts with business leaders, students, and school faculty and staff to execute the CWSP model at Cristo Rey Jesuit High School. The Program Manager is a key contributor to the development and execution of Cristo Rey's strategic plan for the CWSP, coordinating activities that align CWSP training with employer needs, positioning students to add continued value to partner organizations, and positioning CWSP as a talent pipeline for Chicago companies.

Responsibilities:

- Responsible for relationship management with a portfolio of approximately 35 job sponsors, mostly at the student supervisor level. This includes periodic site visits or conducting personal onboarding visits for new job partners and new managers at returning job partner sites.
- Responsible for ensuring relationships and all logistical activities related to student workers are executed seamlessly.
- Manage portfolio of job partners in Salesforce, ensuring all contact information for day-to-day activities as well as billing is accurate. Additionally, responsible for capturing critical notes and tracking actions in Salesforce.
- Assist in the formation of student teams and job assignments based on student and sponsor requests and interests, student skills and personality assessments, sponsor job descriptions, and student's previous performance to ensure successful jobsite placement.
- Serve as the daily point person for students and job partners regarding make-up days, holidays workdays, and resolving issues with students and partners in a timely manner.
- Meet with student portfolio during Magis periods to understand their CWSP experience and provide support and job coaching as needed.
- Coordinate the analysis of student performance reviews, timecard data, and feedback surveys. Analyze student performance data to identify skill and/or knowledge gaps to determine the necessary training to build student's job skills and supervisor's management skills.
- Support the planning and execution of the three-week Summer Bridge program at Cristo Rey for all incoming Freshmen, including supporting volunteers who lead sessions for new and some returning student workers. Coordinate with corporate volunteers with the Advancement office as necessary.
- Support the onboarding of all incoming students in accordance with federal and Department of Labor guidelines.
- Support the planning and execution of training and activities for non-working Freshmen as necessary.
- As needed, support the planning and execution of events related to supervisor orientation, training, and general relationship stewardship both on site at Cristo Rey and at off-site locations.
- Support the Director of Communications in the collection of student success stories as well as manager tips for periodic e-newsletters and other promotional publications.
- Collaborates with the overall Advancement Office and the Director of Communications to assist with the execution of a communications strategy for the program that targets existing and prospective partners and maintains a high level of brand awareness.
- Collaborate with the Director of Training and Academic Integration and the overall academic team to deepen curricular connections between what students learn in the classroom and at work, thus improving performance in both settings and contributing to student growth and development.

- Communicate with the Director of Training and Academic Integration in order to provide feedback on planning for training needs of current supervisors and suggest ongoing supports to enable their effective management of students and make their program participation sustainable.
- Support the Director of CWSP by ensuring partner relationships are strong and multi-faceted, as well as meeting the legal needs of the CWSP program related to the Department of Labor and Cristo Rey Network of schools. Additionally support the Director with annual contract renewals as appropriate.
- Ensure timely and accurate CWSP sponsor billing, collaborating with the Business Office and Advancement to support payment collection with current contact information, etc.
- As necessary, collaborate with counterpart equivalent at Christ the King Jesuit College Prep, the shared Business Development person of the CWSP program, and the broader Cristo Rey Network nationally.
- Research possible team expansions as necessary with existing portfolio of job partners and collaborate with the CWSP sales team when possible.
- Assist with management of morning check-in with daily dress code and attendance checks, daily announcements, and bus dismissal. Address and enforce all school policies with an emphasis on dress code, attendance, and overall professionalism.
- Assist with transportation needs like morning and afternoon transportation as needed, as well as special event transportation coordination as necessary.
- Assist with the creation, coordination, and implementation of student recognition strategies and awards.
- Actively participate in parent-teacher conferences and provide Open House support as necessary.
- Perform other Cristo Rey duties as assigned.

Qualifications:

- The ideal candidate will be a strong team participant and have a minimum of three years of professional business development and relationship management experience.
- Exhibit understanding of corporate work environments with success managing multiple work projects. Previous talent recruitment, human resources and/or youth development experience preferred.
- Comfortable and confident in networking and cultivating strong professional relationships with experience in customer relationship management.
- Proven success identifying, cultivating, soliciting, and stewarding a portfolio of professional contacts.
- Demonstrated ability in planning and implementing events and campaigns with a high degree of flexibility and initiative.
- Excellent written and verbal communication skills.
- Ability to analyze and interpret data to make strategic program improvements.
- Display ability to anticipate challenges and provide creative solutions.
- Enjoy working in a dynamic, results-oriented environment, with a sense of humor.
- Proficiency with technology like Microsoft Office products and Salesforce.
- Bachelor's degree required.
- A valid Driver's license required.
- A passionate commitment to serving students in need and a commitment to the mission, Jesuit values, and goals of Cristo Rey.

Start Date: June, 2022

To Apply: Please submit a cover letter and resume to: jobs@cristorey.net or visit www.cristorey.net/careers

Cristo Rey Jesuit High School: *Founded in 1996, Cristo Rey Jesuit High School provides a Catholic, college preparatory education and professional work experience to students from Spanish-speaking families across the southwest side of Chicago. To make Cristo Rey both sustainable and affordable to our families, Cristo Rey pioneered the Corporate Work Study Program (CWSP). Our unique and highly successful funding model inspired what is now a national network of Catholic high schools serving low-income families across the country. The CWSP enables our students to earn a majority of their annual cost of education by working one school day a week at a corporation in the Chicago area. Learn more at www.cristorey.net.*

Jesuit Schools Network and Cristo Rey Network: *Cristo Rey is sponsored by the Society of Jesus (the Jesuits), the largest religious order in the Roman Catholic Church, and is well known in the United States with over 50 high school and 28 colleges and universities. Cristo Rey is a member of the Jesuit Schools Network, the national association of Jesuit schools in the United States and Canada. Additionally, Cristo Rey Jesuit High School is a member of the Cristo Rey Network, the national association of schools operating on the Cristo Rey model. Currently, there are 38 high schools serving more than 12,000 students throughout the country that are associated through the Cristo Rey Network and operate using the educational model named for the flagship school in Chicago.*