Cristo Rey Jesuit High School, a Jesuit, college-preparatory, co-educational school for grades 9-12 seeks a full-time Director. The Director is a key leader in the daily operations of the Corporate Work Study Program (CWSP) at Cristo Rey Jesuit High School. As a member of the CWSP team, this position will interact with students, school faculty/staff, and business leaders to execute the transformative CWSP model alongside Corporate Work Study staff. Teaching students’ job skills, managing the relationships between the school and its business partners, and assisting in the coordination and operations of the overall program are the primary duties of this role.

Ultimately, the Director supports the team towards several key goals:

- overseeing the day-to-day management of the program to maximize job retention
- ensuring retention and expansion of existing jobs consistent with yearly targets
- envisioning the ongoing improvement of the work program to ensure the CWSP is:
  - a recognized, quality brand within the business community
  - an increasing benefit to job partners and students’ personal and professional development
  - an efficient, effective financial support to the school

The ideal candidate will have excellent managerial and people management skills coupled with a strong organizational aptitude. He or she will be motivated by the Catholic/Christian/Jesuit mission of the school and its impact on the Chicagoland area.

Primary Duties and Responsibilities

**Account Management**

- Manage 10 of our highest revenue CWSP work-study partnerships, helping to ensure the annual renewal, and continuous effectiveness, of these job partners.
- Together with the Vice President, identify existing corporate partners with high potential for expansion and lead the cultivation of these prospects (goal: 5 FTE job expansions per year).
- Support the CWSP staff to achieve the highest retention possible for corporate sponsors through exceptional program delivery, policy implementation and customer service (goal: 95% retention per year).
- Together with the Vice President, support CWSP staff to become true ‘client solutions managers,’ helping to coach job partners on how to make program higher value add for companies/students.

**Student Training**

- Lead the strategic development, refinement and execution of Summer Business Training. This will include working with School Administration to develop an integrative academic/work study freshmen summer training/orientation program.
- Lead the development, refinement and execution of CWSP Dry Run Training week (Note: Dry Run Training week is the 1st week of school; students do not go to work but instead have training with CWSP).
- Lead Cristo Rey’s “Academics and CWSP Committee,” a cross-functional team continuously working to improve students’ technology and communications skills through academic classroom innovation.
- Oversee the first-ever development and execution of quarterly student training workshops to be held during scheduled academic half days (i.e. 12:30-3:30). Workshops will be marketed to supervisors in advance for them to opt-in students to attend.
- Together with a dedicated CWSP Program Manager, assess and refine CWSP’s student coaching and performance improvement process.
Together with the Vice President, develop/lead a strategy for CWSP-led student training moving forward (i.e. delaying students’ CWSP start date in order to provide dedicated classroom training; evaluating summer training for 10-12 grade)

**Supervisor Training**
- Together with the Vice President, develop a best practices supervisor toolkit / resource guide.
- Oversee the development and execution of 1-2 supervisor-support related events (i.e. webinars, panels, industry/functional cohort events).
- Oversee the development and execution of a monthly CWSP newsletter to supervisors.
- Support the annual refinement of CWSP’s supervisor orientation / process for new supervisor onboarding.

**Operational Excellence**
- Understand and continuously identify innovative approaches to improve department efficiency and eliminate low-value added work.
- Re-think the following team processes: (1) student job placement; (2) CWSP job partner portfolio (i.e. matching of accounts to CWSP Program Managers).
- Oversee the development of a CWSP manual for the program for students and job partners.
- Oversee the development of an internal document outlining operational practices and policies to create departmental legacy.

**Stewardship & Marketing**
- Oversee the development and execution of 2 stewardship-related supervisor luncheons, as well as appreciation practices such as holiday and end-of-year cards.
- Together with a dedicated CWSP Program Manager, plan/execute social media strategy to raise brand awareness of CWSP.
- Oversee CWSP website revamp (including adding job descriptions to website).
- Oversee the development of 5 sales-ready corporate profiles, highlighting student job responsibilities, accomplishments, systems used, and student impact.

**People Management**
- Oversee, coach and develop a team of 5 people.

**Qualifications:**
- Demonstrated commitment to Catholic and Jesuit, faith-based education
- A desire to learn and be a part of the unique Cristo Rey mission, recognizing the educational value and financial importance of the work-study program
- Proven commitment to serve and connect on a personal level with Latino students and families from economically underserved communities
- Exceptional leadership and management skills to inspire, lead with zeal, and work collegially with faculty and staff, challenge students to high levels of achievement, and inspire corporate and civic leaders towards civic engagement
- Confident in networking and cultivating strong professional relationships, and experience with customer relationship management
- At least 5-10 years of experience in a management role
- Persuasive communication style, with excellent written/oral communication skills
- Creative, flexible, and entrepreneurial attitude
- Strong organization skills and absolutely thorough in managing tasks
- Master’s degree preferred

**Application Procedure:**
All qualified applicants are invited to submit a resume and cover letter to cristorey.staffing@gmail.com
**Cristo Rey Jesuit High School**

Founded by the Jesuits 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 who, because of limited financial means, would otherwise be unable to afford it. To make the school both affordable and sustainable, Cristo Rey pioneered the Corporate Work Study Program (CWSP) model for inner-city education that has inspired a national network of 32 schools serving low-income communities across the country. The CWSP enables all students to earn a majority of their annual tuition by working one school day a week in an entry-level position for a corporation in the Chicago area.

**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 32 high schools serving 10,000 students throughout the country that are associated through the Cristo Rey Network and operate using the educational model named for the first school in Chicago.