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## **Founding Director of Corporate Work Study**

Job Posting, March 2022

Cristo Rey Orange County High School is seeking a dynamic mission-driven professional with proven sales and management experience to serve as the founding Director of Corporate Work Study. In preparation for our first day of school in August 2023, the founding Director of Corporate Work Study will lead all aspects of the Corporate Work Study Program for Cristo Rey Orange County High School, and will have primary responsibility for team leadership, department strategic planning, program oversight, job sales and executing all related activities. This includes stewarding current partners and cultivating new relationships to secure meaningful employment for all students, as well as ensuring the retention of existing partners.

The most important factor for retaining and growing those relationships is the students' exceptional job performance. As such, the Director is integrally involved in, and ultimately accountable for the staff's execution of day-to-day operations, including, but not limited to, sales/customer service, logistics, training, and legal compliance, as well as promoting the continuous improvement of its program to meet the evolving employment needs of its partners and commensurate educational needs of its students. The Director will collaborate closely with the leadership team on a wide variety of organizational decisions and will report directly to the President of Cristo Rey Orange County High School.

Salary is commensurate with experience. Comprehensive benefits are included in the overall compensation package.

### *Procedure*

All interested and qualified applicants with a passion for Cristo Rey's mission are invited to apply by Friday, April 22, 2022. Please email your resume and cover letter as a PDF to Dr. Linda Nguyen at [lnguyen@crstoreyoc.org](mailto:lnguyen@crstoreyoc.org).

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## **Founding Director of Corporate Work Study Program**

Job Description, March 2022

### **Who We Are**

Cristo Rey Orange County High School is located in Santa Ana, CA, and is part of the national Cristo Rey Network (CRN). Cristo Rey schools use a rigorous academic model, supported by best practices in instruction and assessment, to prepare students with a broad range of intellectual abilities for college and life. Further, Cristo Rey Network schools employ an innovative Corporate Work Study Program that provides students with real world work experiences. In this unique model, every student works an average of five days a month to fund the majority of the cost of his or her education while gaining job experience, growing in self-confidence, and realizing the relevance of this education. Students work in various corporate and business settings including law firms, banks, hospitals, universities, and with other professional organizations.

Cristo Rey Orange County High School will open its doors to its inaugural freshmen class in the fall of 2023. Like all Cristo Rey schools, Cristo Rey Orange County is a Catholic, college preparatory high school for students of all faiths from families of limited financial means. The school is co-educational and serves students of diverse backgrounds. We help our students grow intellectually, emotionally, spiritually, and professionally. Our aspiration is that all our students graduate from high school and college and become the future leaders in our churches, institutions, businesses, nonprofits, and the community at large.

### **About the Corporate Work Study Program (CWSP)**

The CWSP is a unique feature of the Cristo Rey model. It is a subsidiary employment agency which trains students for entry-level employment and markets their services to local clients, enabling all students to earn the majority of the cost of their education through a job-sharing partnership with their classmates to cover full-time, Monday through Friday positions. Through this program, Cristo Rey Orange County High School students will provide valued service to some of the most prestigious companies in our county, where they will also find mentors and forge the networks fundamental to their future success. Finally, work study participation is a critical component of every Cristo Rey student's education, a connection that is made explicit through curricular complements that bridge students' corporate and classroom experiences.

Cristo Rey Orange County High School and CWSP are part of the Cristo Rey Network. Comprised of 39 Catholic, career focused, college preparatory schools, the Cristo Rey Network delivers a powerful and innovative approach to education that equips students from families of limited economic means with the knowledge, character, and skills to achieve their aspirations.

### **Founding Director of Corporate Work Study Roles and Responsibilities**

#### *Performance Objectives & Measures*

- Secure and maintain jobs for 100% of enrolled students for the entire school year.

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- Achieve a minimum of 90% paid jobs at the prevailing market rate for entry level positions.
  - Achieve a minimum of 90% retention rate for existing jobs.
  - Develop strategies and tactical plans to secure / maintain jobs for 100% of the students at the projected full capacity enrollment of 400 students.

### *Essential Responsibilities*

- Accountable for meeting annual CWSP employment benchmarks and revenue goals.
- Responsible for maintaining the CWSP budget.
- Responsible for cultivating a customer relationship management approach to sales and service activities that achieve performance metrics.
- Serve as liaison to the Board of Directors for the Corporate Work Study Program, and in collaboration with the President and Committee Chair, lead the Jobs Committee.
- Responsible for managing a complex sales cycle to attract new clients as well as retain and grow existing client partnerships.
- Ensure the CWSP operations team is engaging in best practices in client management, student support and professional development.
- Responsible for creating a professional framework that emphasizes workplace skill development (technical and noncognitive) to ensure student employability and success at work.
- Collaborates with school Advancement personnel to coordinate a communications strategy for the program that maintains a high level of brand awareness, and explores collaborative opportunities.
- Collaborates with the school Director of Recruitment and Admissions to promote and answer questions regarding the CWSP experience for prospective students and their families, as well as conduct non-academic based assessments regarding students' employability within CWSP.
- Collaborates with the Principal and school faculty to deepen curricular connections between what students learn in the classroom and in the workplace, improving performance in both settings.
- Responsible for leading the planning and execution of CWSP pre-matriculation training for incoming students.
- Accountable for maintaining compliance with all legal, safety and employment requirements (Federal, State, and local) for the work study program, as well as employment agreements with clients.
- Responsible for leading, inspiring, and managing the CWSP staff.
- Supports engagement with the Cristo Rey Network, including participation at CWSP-specific trainings/gatherings and the Annual Meeting and responding to routine and periodic requests for program specific data.

### *Qualifications and Skills*

- Executive Leadership Presence
  - Unquestionable integrity and ethical behavior that creates trust among the school's stakeholders
  - Results-oriented with a sense of urgency to exceed goals & objectives
  - Provides proactive leadership of key initiatives

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- Advanced skills in leading, managing, engaging, and mentoring staff members and students
  - Ability to develop and inspire a high performance CWSP team and be able to work with other departments within the diverse culture of a Cristo Rey academic institution
  - Ability to establish goals for self and the team
  
  - Sales Orientation
    - Proven relationship manager with a 5 or more years track record in leads generation and closing sales
    - Possess outstanding communication (written, verbal) and listening skills
    - Extroverted, confident, enthusiastic, persuasive
  
  - Customer Service
    - Intimate knowledge of customer service / retention processes & systems
    - 5 for more years as an experienced administrator
  
  - Decision-Making
    - Pushes for results, strong problem solver with a demonstrable history of successful innovative solutions
    - Action-oriented and collaborative style
    - Flexibility to respond quickly to changing conditions
  
  - Other
    - Passion for the Cristo Rey Orange County High School Mission and Catholic values
    - Deep understanding of the Orange County corporate landscape
    - Minimum commitment of five productive years
    - Bachelor's Degree required; Advanced degree preferred