Professional Work-Study Program Coordinator Position Description

Background Cristo Rey Columbus High School (CRCHS) is a Catholic, co-ed, college-prep school that is part of the national Cristo Rey Network. The Cristo Rey Network educates 12,000 students in 35 high schools across the country. We serve students of all faiths who do not have the educational background or financial means to attend another private, college-prep school. Our ultimate goal is that our students will graduate from college and become leaders in the public and private sector, service organizations, their own faith institutions, and the community at large, transforming the world for the good of society. Since the families of our students cannot afford to pay the full tuition required of a private, college-prep, Catholic high school, the students work in an innovative, Professional Work Study Program (PWSP) and assign their earnings to the school in lieu of tuition. CRCHS students work one day a week during the school year from 8:30-4:00 pm in entry-level jobs at over 120 organizations in the Columbus metropolitan area to cover the majority of their cost of education.

Position Offered CRCHS seeks an energetic professional who is passionate about the Cristo Rey mission to serve as a Program Coordinator building strong relationships and interacting regularly with students, faculty and supervisors at business partners regarding the students’ work responsibilities. This is a year round, full time salaried position. The Program Coordinator will report directly to the Director of Operations of PWSP.

Preferred Qualifications The ideal candidate will possess demonstrated experience in some or all of these areas: ● Bachelor’s degree ● Background working with students of high school age or experience in managing client relationships, human resources, or similar business functions ● Experience with data analysis for the use of strategic organizational growth

Required Skills ● Adept in Microsoft Office and Google Suite skills ● Excellent communication and organizational skills ● Capacity to work with various stakeholders ● Ability to multitask, problem solve, be proactive and work collaboratively in a fast paced team setting ● Sensitivity to the ethnic, racial, and religious backgrounds of the CRCHS community

Functional Duties Business Partner Relationship Management (45%) PWSP staff service our business partners by proactively providing them with information about the students, responding to inquiries and resolving problem situations. The coordinator will serve as a primary contact for assigned business partners— ● Communicate regularly with supervisors through e-mail, telephone and site visits to understand workplace environment and student worker responsibilities ● Collaborate with supervisors to identify, address, and support areas of growth for student workers to help student excel in the workplace
● Follow up on timesheet and performance evaluation comments with supervisors, students and parents/guardians ● Work with Director of PWSP to develop and lead supervisor orientations, supervisor engagement, student development and overall program initiatives

Student Development (45%) CRCHS asks supervisors to evaluate the student workers two times each school year, and daily via timesheets. These evaluations comprise the majority of the students’ grade in PWSP for their PWSP class. Coordinators build strong relationships with students and act as job coaches.
● Utilize and assist in designing curriculum and lessons to teach during morning check-in ● Assist in the implementation of retraining and remediation programs for student workers based on supervisor feedback; timesheets, site visits and performance evaluations ● Mentor student workers in need of additional workplace support to address students’ areas of growth in meeting program expectations ● Work collaboratively with PWSP team members, Deans and Counseling department as needed to support students in the workplace

Morning Assembly and Transportation (10%) Three primary activities occur at the morning assembly for 100+ students heading out to work each day: 1. Attendance 2. Dress code/ wellness check-in 3. Transportation: The coordinator will: ● Lead 2-4 Morning Check-in session(s), beginning at 7:30 am, weekly throughout the school year ● Communicate with the PWSP team and supervisors regarding check-in information ● Develop strategies to resolve any student situations that would prevent a student worker from excelling in the workplace.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS “Protecting God’s Children” program.

Please email cover letter and resume to Kristin Mutchler, Director of Operations, at kmutchler@cristoreycolumbus.org.