

## **POSITION TITLE: CORPORATE WORK STUDY TRAINING AND EDUCATION COORDINATOR**

### **Who We Are**

Cristo Rey Orange County High School is in Santa Ana, CA, and is part of the national Cristo Rey Network. 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. Cristo Rey Network schools employ an innovative Corporate Work Study (CWS) program that provides students with real-world work experiences. In this unique model, every student works to fund half of the cost of their education while gaining job experience and skills, exposure to different leaders and cultures, and growing in self-confidence.

### **Position Summary**

Cristo Rey Orange County is seeking a dedicated, and growth-minded Corporate Work Study Training and Education Coordinator to join our CWS team. This individual is responsible for the ongoing formation of Cristo Rey Orange County student workers. He/she works with members of CWS and academics to ensure Cristo Rey OC students are prepared to participate fully in the workplace setting.

### **Roles and Responsibilities**

Understand, embrace, and implement the school's mission and philosophy as written in the Mission Effectiveness Standards, participate in the Christ-centered life of the school; and model the school's philosophy in working with benefactors, students, parents, colleagues, and administration.

### Curriculum Design and Professional Development

- Modify and develop lesson plans, activities, and assessments based on benchmarks to prepare students for employment in professional organizations.
- Modify and develop lesson plans, activities, and assessments for the Summer Success Institute.
- Teach CWS classes as needed and facilitate morning Stand-up routine and micro-learnings.
- Provide training and support to volunteer teachers as needed.
- Coordinate and implement CWS development opportunities for students throughout the year.
- Work with the academic team to coordinate benchmark competency development in alignment with academic goals.

### Communications

- Communicate with families and partners verbally, and in writing via email.
- Create newsletters, event flyers, and promotion materials.
- Create content for social media posts.

### Individual/Small Group Retraining and Coaching

- Serve as the primary contact for students who are retraining to regain employment.
- Create retraining plans and monitor the successful completion of the plan.
- Collaborate with the Student Success Team to support student development needs.

### Corporate Partner Relations

- Gather information and develop resources to continually support supervisors in working with students, including but not limited to Supervisor Training content, a CWS playbook, job aides, and surveys.
- Provide customer service support for a small book of partners, including regular phone calls and emails, periodic site visits, and planning and executing interventions to help students improve their job skills.

### Other Duties

- Coordinate transportation as needed, including scheduling, and communicating with van drivers.
- Develop CWS Standard Operating Procedures (SOP)
- Other duties as assigned.

### **Skills and Qualifications**

- Bachelor's degree required with experience related to the duties and responsibilities above.
- Excellent interpersonal, written, and verbal communication skills.
- Demonstrates a high level of professionalism.
- Creative and entrepreneurial attitude with a desire to work in a fast-paced environment that often presents competing priorities that require quick decisions and good judgment.
- Ability to work collaboratively as well as independently.
- Commitment to the Mission and Vision of Cristo Rey Orange County.
- Ability to work in a faith-based organization.
- Fluent in English and Spanish.
- Satisfactory completion of a criminal history background check and fingerprinting is required.
- Valid CA driver's license required; must be insured with good driving record.

### **Other**

- FLSA Status: Non-exempt
- Reports to: Vice President, Corporate Work Study
- Salary Information: \$24 to \$28 per hour commensurate with education and experience. Eligible for healthcare benefits (medical, dental, and vision), paid holidays and vacation time, and retirement plan.
- Work Schedule: This is a 40-hour per week position with a flexible schedule including some evenings and weekends.



2204 W. McFadden Ave  
Santa Ana, CA 92704  
714-439-9626  
cristoreyoc.org

### **How To Apply**

Send PDFs of your resume and cover letter sharing why you think you are qualified to be the Corporate Work Study Training and Education Coordinator along with three professional references and one personal reference to [Careers@cristoreyoc.org](mailto:Careers@cristoreyoc.org) with "CWS Training and Education Coordinator" in the subject line.



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