

Training and Education Coordinator

Corporate Work Study

About Cristo Rey

Cristo Rey Orange County High School is a Catholic learning community that educates young people of limited economic means to become men and women of faith, purpose, and service. Through a rigorous college preparatory curriculum, integrated with relevant work study experience, students graduate ready to succeed in college and in life.

Cristo Rey employs an innovative Corporate Work Study Program that provides students with real world work experience. In this unique model, every student works to fund a portion 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 other professional organizations.

We Are:

- **Values-Driven:** We nurture the whole student-academically, spiritually, and socioemotionally.
- **Committed to Grow Opportunities:** We empower our faculty and staff to learn, lead, and thrive.
- **Invested in Students and Engaged Families:** We partner with families to support every student's journey and success.
- **A Proven National Model; New to Orange County:** Our community is proud to be part of a movement shaping the future of education.

Want to learn more about us? Visit our [website](#) to learn more about [the Corporate Work Study Model](#) and what it is like to [Join the Movement | Cristo Rey Network](#).

Position Summary

The Corporate Work Study Training & Education Coordinator plays a critical role in preparing Cristo Rey Orange County students for success in professional workplace settings. This team member leads the design, coordination, and implementation of CWS student training, including the Summer Success Institute, ongoing professional development, communication materials, and individualized retraining support. The ideal candidate is mission-driven, highly organized, growth-oriented, creative, and committed to supporting students' holistic development.

Key Responsibilities

Curriculum Design & Professional Development

In collaboration with the Academic team, develop and modify lesson plans, activities, and assessments aligned to CWS competency benchmarks and Cristo Rey academic network standards

- Lead the planning, design, and execution of the Summer Success Institute.

The School That Works

- Facilitate CWS classes, morning Stand-Up routines, and micro-learning sessions.
- Provide training and guidance to volunteer teachers or facilitators.
- Coordinate and implement ongoing student development opportunities throughout the year.
- Supervise and provide meaningful on-campus work for students awaiting placement.
- Collaborate with CWS team members to align training with student job placement needs.
- Manage and input grades for all CWS-related assignments and competencies.

Communications

- Communicate professionally with families, students, and partners.

Individual-Small Group Retraining & Coaching

- Serve as the primary point of contact for students undergoing retraining to regain job placement.
- Develop retraining plans, monitor progress, and provide coaching.
- Work with the Student Success Team to address broader developmental or behavioral needs.

Corporate Partner Support & Resources

- Create training content, job aids, supervisor resources.

Operations & Additional Duties

- Support CWS student checkout processes.
- Coordinate transportation as needed, including scheduling and communication.
- Develop and maintain CWS Standard Operating Procedures (SOPs).
- Assist with events, logistics, and other duties assigned.

Required Qualifications

- Excellent interpersonal, written, and verbal communication skills.
- High degree of professionalism, judgment, and discretion.
- Creative and adaptable with strong organizational skills.
- Ability to produce high-quality communications and digital materials.
- Experience working collaboratively across departments and independently.
- Commitment to working in a Catholic, mission-driven school environment.
- Spanish fluency preferred.

Conditions of Employment

- Must pass all background checks.
- Must hold a valid California driver's license.

Range: \$28.00 – \$33.00 per hour, depending on education, experience and skills

Reports to: Director of Operations, CWS

Location: Cristo Rey Orange County High School – Santa Ana, CA

Employment Type: Full-Time, Non-Exempt

Schedule: Monday through Friday, with seasonal evening/weekend hours

Start Date: As soon as available

How to Apply

- If you have the requested background and a passion for the mission of this school, send a cover letter and resume to careers@crstoreyoc.org “Student & Training Coordinator” within the subject area
- Candidates with teaching experience, curriculum design skills, bilingual fluency, or strong training/coaching experience may fall to the higher end of the range
- Medical, dental, vision insurance
- Generous paid time-off (PTO)
- Excellent 403(b) Retirement Saving Plan with employer match