

Relationship Manager

Corporate Work Study Program

Reports to: Director of Corporate Work Study

Cristo Rey Atlanta Jesuit High School, which provides a college preparatory education and a unique work-study experience to low-income families, is seeking a Relationship Manager. To learn more about the school, please visit www.cristoreyatlanta.org.

Summary of Job Responsibilities: As a member of the Corporate Work Study Program (CWSP) team, this position will interact with students, school personnel, and business leaders to execute the transformative Cristo Rey Work Study Program model alongside CWSP staff. Teaching students job skills, managing the relationships between the school and its Job Partners, and assisting in the coordination and operations of the overall program, are the primary duties of this role.

Essential Functions:

Corporate Job Partner Relations

Lead the relationship management for an assigned portfolio of corporate Job Partners to ensure job retention and satisfaction with student workers

- Coach supervisors on how to best maximize the efficiency of student workers (conducting regular phone calls, emails, site visits, and database updates - Salesforce etc.)
- Provide regular and timely updates to the Director of Corporate Work Study on any issues regarding assigned corporate Job Partners
- Assist with other Job Partner related activities such as Job Partner Orientation, Draft Day, luncheons, partner appreciation events, etc.
- Work with Operations Manager regarding student make-up, holiday workdays and overseeing the collection of forms and recording of data associated with these days
- Work with Operations Manager to communicate absences to Job Partners; assist with updating of transportation and attendance databases and issuance of timecards

Transportation

Assist with student worker morning dismissal

- Enforce work dress code and policies
- Transport students to and from work on an as-needed basis

Student Formation & Professional Development

Assist with year-round professional development, job placement and retraining for students

- Assist with material preparation for the Business Training Institute (BTI) for all incoming freshmen and ongoing Business Literacy courses for all grade levels.
- Assist in the formation of student teams and job assignments based on student and Job Partner job descriptions, requests and student performance, skills, and assessments, to ensure successful jobsite placement.
- Coordinate remediation and retraining for all terminated students and those identified at risk at their job
- Meet with assigned portfolio of students during study hall periods to check in on job experience.
- Assist Director, Client Relations & Programming with tracking of online performance reviews, setting up CWS gradebooks and implementing course grades, student feedback surveys and preparation of award cards.

Other Duties

Support the daily operational needs of the Corporate Work Study Program

- Assist in management of student interns
- Some weekends required to assist with student registration, interviews and open houses, some evenings for Corporate Work Study partner events
- Assist with other CWSP duties and administrative tasks as assigned by the Director of Corporate Work Study

Qualifications & Skills:

- Bachelor's degree or higher
- Commitment to the mission and values of Cristo Rey Atlanta Jesuit High School and ability to articulate the mission
- Superior written and oral communication skills
- Strong technical skills, or a desire to learn – MS Office, data entry and reporting, Salesforce, PowerSchool and Schoology
- Sensitivity to the ethnic, racial, and religious backgrounds of the student body
- Desire to work with High School Students and enthusiasm to further build positive school culture and community
- Ability to work effectively as part of a team and independently in a fast-paced environment, excellent organizational and administrative skills
- Flexibility and adaptability as CWSP operations develop
- Proficiency in Spanish a plus
- Ability/willingness to drive a 14-passenger school bus

Apply: To apply, submit the following items to Human Resources Manager at hr@crstoreyatlanta.org. Please include the position in the subject line.

- Resume
- Cover letter
- Contact information for 3-5 professional references (direct phone and email)

Cristo Rey Atlanta Jesuit High School is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, or any other category protected by federal, state or local law in the administration of any of its educational programs and activities or with respect to employment.