



## **ABOUT CRJS**

The Cristo Rey Network of high schools delivers a career-focused, college-preparatory education in the Catholic tradition for students with limited economic resources, uniquely integrating rigorous academic curricula with four years of professional work experience and support to and through college. We partner with educators, businesses, and communities to enable students to fulfill their aspirations for a lifetime of success.

## **OUR STORY**

CRJS is a part of the largest network of high schools in the United States exclusively serving students of limited economic resources, and a proud member of the Jesuit Schools Network. CRJS is committed to building and sustaining an inclusive and equitable work environment. We believe diversity benefits and enriches the development of all, and we value the cultural diversity of our team.

If you are passionate about creating opportunities for students who would otherwise not have access to a high-quality college-preparatory Jesuit education - combined with professional work experience - and you are eager to use your skills and experience to create a faculty, student body, and school culture from the ground up, then this is the job for you. CRJS will welcome our second class of 9th grade students in the fall of 2025 and will add an additional grade level each year until we reach full enrollment.

## **WHAT YOU CAN EXPECT**

**Position:** Client Relationship Manager, Training and Development Specialist

**Reports to:** VP, Corporate Work Study

**Job Classification:** Full time, 12-month exempt

**Salary:** \$68,500-\$75,000

### **Client Relationship Management:**

- Build and maintain relationships with approximately 20 business partners, ensuring they are satisfied with their participation in the program
- Facilitate communication and address issues with student associates and supervisors
- Contribute to the design of supervisor training, including updating the supervisor training materials for corporate partners
- Ensure monthly ongoing supervisor training and engagement for students
- Conduct bi-annual site visits to corporate partners to assess student progress, enhance program effectiveness, and ensure compliance
- Collaborate with supervisors to establish successful student work programs and jobs
- Monitor student timecards and address issues proactively
- Ensure regular and effective communication with all stakeholders, including corporate partners, parents, students, and school leadership
- Maintain accurate records for CRM Salesforce

## **Student Associate Training and Development**

- Develop, teach, and deliver the Corporate Work Study (CWS) 4-year curriculum in alignment with learning outcomes and standards
- Define and implement desired learning outcomes and assessment metrics, tools, and schedules
- Create, implement, assess, and continuously improve an effective plan for instruction that includes rigorous, engaging, high-impact lessons
- Learn and maintain PowerSchool grading system and Schoology Learning Management System
- Oversee Department of Labor Safety lessons development and creation for student associates
- Manage daily operations and teach courses for *Montserrat* (3-week summer school program for incoming 9<sup>th</sup> graders)
- Design, plan, and teach a re-training curriculum and remote work plans for non-deployed students
- Represent CWS at grade level and academic faculty meetings
- Coordinate daily operations: morning check-in with daily dress code and attendance checks, daily announcements, and mini lesson aligned to standards and curriculum for work

## **Team Responsibilities**

- Collaborate with a small and nimble team to deliver exceptional service to our corporate partners and student associates
- Manage documentation of student associate work eligibility paperwork and onboarding requirements
- Participate and in whole-school efforts such as Open House, staff and faculty retreats, professional development, and student life
- Contribute to the planning, execution, and creation of Corporate Work Study events like EXPO night, Handshake Workshop, Tie Ceremony, Draft Day, and partner cultivation and appreciation events

## **WHAT YOU'RE GOOD AT**

You are motivated by the mission and vision of CRJS.

You have a bachelor's degree in education, counseling, business, or a related field.

You have 3+ years professional work experience in training, sales, customer service, non-profit fundraising, or teaching CTE/Business classes.

You are committed to building equitable learning environments for and with young people. You believe in the power of student voice and perspectives.

You are a team player able to foster relationships with various stakeholders.

You have strong presentation and communication skills.

You maintain a high level of confidentiality and discretion.

You value cultural competency and are open to growth.

You are curious about yourself and others.

You have a founder's mindset and are eager to build for the future.

## **BENEFITS**

As an employee with Cristo Rey Jesuit Seattle, you will enjoy a competitive employee benefit program, including medical, dental, and vision coverage, retirement plan contribution, voluntary supplemental life and disability coverages, and paid time off.

## **HOW TO APPLY**

All qualified applicants with a passion for Cristo Rey's mission are encouraged to apply, especially those whose life experience resonates with the students and families we serve. Candidates who are bilingual are also encouraged to apply.

Please send the following documents to Katie Seltzer, VP, Corporate Work Study at [cws@crstoreyseattle.org](mailto:cws@crstoreyseattle.org)

- Résumé, including educational and work experience with a LinkedIn profile if you have one
- Cover Letter (not longer than one page) articulating your interest in this role
- References: include the names and contact information of three professional references

Position will remain open until filled. **Priority Deadline is 12/2/24.** We may begin the process before this date if qualified candidates emerge.

## **Equal Opportunity Employer**

Cristo Rey Jesuit Seattle High School encourages applicants from a wide range of experiences and backgrounds to apply for this position. CRJS is an Equal Opportunity Employer. All employment decisions, policies, and practices are made in accordance with applicable federal, state and local anti-discrimination laws. Cristo Rey Jesuit will not engage or tolerate unlawful discrimination on the basis of actual or perceived race, creed, color, alienage or national origin, ancestry, age, disability or handicap, sex, marital status, citizenship, veteran status, sexual orientation, genetic information, religion, or any other characteristic protected by applicable federal, state or local laws. Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certifications.