

Founding VP of the Corporate Work Study Program

July 2022

About the Job

The founding VP of the Corporate Work Study Program will lead all aspects of the Corporate Work Study Program for Cristo Rey Orange County High School, and will have primary responsibility for team leadership, department strategic planning, program oversight, job sales and executing all related activities. This includes stewarding current partners and cultivating new relationships to secure meaningful employment for all students, as well as ensuring the retention of existing partners. The most important factor for retaining and growing those relationships is the students' exceptional job performance. That means the VP is integrally involved in, and ultimately accountable for the staff's execution of day-to-day operations as well as promoting the continuous improvement of its program to meet the evolving employment needs of its partners and commensurate educational needs of its students.

Who We Are

Cristo Rey Orange County High School is located 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 Program that provides students with real world work experiences. In this unique model, every student works to fund the majority 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 with other professional organizations.

Want to learn more about us? Visit our [website](#).

About the Corporate Work Study Program (CWSP)

The CWSP is a unique feature of the Cristo Rey model. It is a subsidiary employment agency which trains students for entry-level employment and markets their services to local clients, enabling all students to earn most of the cost of their education through a job-sharing partnership with their classmates to cover full-time, Monday through Friday positions. Through this program, Cristo Rey Orange County students will provide valued service to some of the most prestigious companies in our county, where they will also find mentors and forge the networks fundamental to their future success. Work study participation is a critical component of every Cristo Rey student's education, a connection that is made explicit through curricular complements that bridge students' corporate and classroom experiences.

Role Overview

This is a unique opportunity to use your leadership skills in sales and operations to make a major impact in community. As the founding VP of the Corporate Work Study Program, you will:

- Dream up, create, and execute strategies to secure meaningful employment for our students
- Build and lead a team to support our students and their employers

- Work alongside a founding leadership team dedicated to the success of Cristo Rey Orange County

Being a founder of a Cristo Rey school is extremely entrepreneurial and fast-paced. If you're interested in being part of the Cristo Rey movement, want to lead something new, and thrive under pressure, please keep reading to learn more!

What You'll Do

Performance Objectives & Measures

- Secure and maintain jobs for 100% of enrolled students for the entire school year.
- Achieve a minimum of 90% paid jobs at the prevailing market rate for entry level positions.
- Achieve a minimum of 90% retention rate for existing jobs.
- Develop strategies and tactical plans to secure / maintain jobs for 100% of the students at the projected full capacity enrollment of 400 students.

Essential Responsibilities

- Accountable for meeting annual CWSP employment benchmarks and revenue goals.
- Responsible for maintaining the CWSP budget.
- Responsible for cultivating a customer relationship management approach to sales and service activities that achieve performance metrics.
- Serve as liaison to the Board of Directors for the Corporate Work Study Program, and in collaboration with the President and Committee Chair, lead the Jobs Committee.
- Responsible for managing a complex sales cycle to attract new clients as well as retain and grow existing client partnerships.
- Ensure the CWSP operations team is engaging in best practices in client management, student support and professional development.
- Responsible for creating a professional framework that emphasizes workplace skill development (technical and noncognitive) to ensure student employability and success at work.
- Collaborates with school Advancement personnel to coordinate a communications strategy for the program that maintains a high level of brand awareness, and explores collaborative opportunities.
- Collaborates with the school Director of Recruitment and Admissions to promote and answer questions regarding the CWSP experience for prospective students and their families, as well as conduct non-academic based assessments regarding students' employability within CWSP.
- Collaborates with the Principal and school faculty to deepen curricular connections between what students learn in the classroom and in the workplace, improving performance in both settings.
- Responsible for leading the planning and execution of CWSP pre-matriculation training for incoming students.
- Accountable for maintaining compliance with all legal, safety and employment requirements (Federal, State, and local) for the work study program, as well as employment agreements with clients.
- Responsible for leading, inspiring, and managing the CWSP staff.
- Supports engagement with the Cristo Rey Network, including participation at CWSP-specific trainings/gatherings and the Annual Meeting and responding to routine and periodic requests for program specific data.

You May Be a Fit if You

- Are a strong leader and have unquestionable integrity and ethical behavior that creates trust among the school's stakeholders

- Like to make decisions and push for results with a sense of urgency to exceed goals & objectives
- Are sales oriented and have been a successful relationship manager with a 5 or more years track record in leads generation and closing sales
- Are extroverted, confident, enthusiastic, persuasive
- Thrive under pressure and can get things done in uncertain conditions – you know how to be comfortable with being uncomfortable
- Have a growth mindset and try to develop and share best practices

Why You Might Be Excited About Us

- You are passionate about making a positive, sustainable impact on the community and want to create a pathway for students to succeed in college and career
- You get to use your leadership skills to develop and inspire a high performance team and work with other departments within the diverse culture Cristo Rey
- You want to learn new things, talk with new people, expand your network, and work collaboratively
- You get to make decisions that are driven by data, data, data
- You get to be part of the founding team to open a new Cristo Rey high school
- We are part of the Cristo Rey Network: 40 schools, over 23,000 alumni, and 12,000 students.
- To learn more about our humble beginnings, check out this [video](#) from the founder Fr. Foley.

Logistics

Type: Full-time.

Time Expectation: start as soon as possible.

Compensation: commensurate with experience.

Benefits

- Health Care Plan (Medical, Dental & Vision)
- Retirement Plan
- Paid Time Off
- Training & Development

How to Apply

Email Dr. Linda Nguyen at lnghuyen@crstoreyoc.org. Send PDFs of your resume and cover letter sharing why you think you are qualified to be the Founding VP of the Corporate Work Study Program by August 1, 2022.