



*Cristo Rey Atlanta Jesuit High School is a Catholic learning community that educates young people of limited economic means, of any faith or creed, to become men and women for and with others. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate prepared for college and life.*

**Position:** Corporate Relationship Manager

**Report to:** VP of Advancement & Corporate Partnerships

**Start Date:** July 1, 2018

The Corporate Relationship Manager is a key team member in the daily operations of the [Corporate Work Study Program](#) (CWSP) at Cristo Rey Atlanta Jesuit High School. Through the Corporate Work Study Program, every student works five full days a month to fund the majority of their education, gain job experience, grow in self-confidence, and realize the relevance of their education. Students work at law firms, banks, hospitals, universities, and with other professional Corporate Partners. Locally, [135 corporations](#) in Atlanta have already shown their full support by committing to provide workplace experiences for our students, companies that include: Coca-Cola Co., UPS, Home Depot, Invesco, Georgia Tech, Emory Healthcare, Children's Healthcare of Atlanta, and more. The Corporate Relationships Manager will help build strong relationships with job partners and students and offer guidance to them as they are introduced to the corporate world.

**Responsibilities:**

1. *Corporate Partner Relations*

- a. Manage assigned portfolio of job partners including regular phone calls, e-mails, site visits, contract and invoice creation, Project CEO tasks, and database updates (SalesForce, PowerSchool etc.).
- b. Provide regular and timely updates on any issues regarding assigned job partners.
- c. Serve as a liaison for students and partners regarding make-up days, holiday work-days, overseeing the collection of forms and recording of data associated with these days.
- d. Prepare and process necessary paperwork, on-boarding requirements, tax forms, documentation, and work permits for students of assigned job partners.
- e. Assist with other job partner related activities such as job partner orientation, luncheons, partner appreciation events, etc.

2. *Student Formation, Coaching, & Performance Reviews*

- a. Assist in the formation of student teams and job assignments based on student and corporate requests, student skills and personality assessments, partner job descriptions, and student's previous performance to ensure successful jobsite placement.
- b. Meet with assigned portfolio of students to check in on job experience.
- c. Retrain all terminated students and those identified as "at risk" of termination.
- d. Track online performance reviews, process report cards, facilitate student feedback surveys, and prepare award cards.
- e. Provide feedback to students on their performance and communicate with supervisors on each student's work experience.

3. *Student Professional Development*
  - a. Assist with year-round professional development workshops for students (hard and soft skills). Track student progress through online learning technology modules (Skillsoft).
  - b. Assist with material preparation for the Business Training Institute.
  - c. Teach during assigned CWS classtimes during the academic day, reinforcing necessary skills and refining student performance in the workplace.
  
4. *Transportation, Dress Code, & Attendance*
  - a. Help coordinate morning check-in and enforce work dress code and policies.
  - b. Transport students to and from work as needed if bus driver(s) becomes ill or unavailable.
  
5. *Other Duties*
  - a. Occasional weekends required to assist with student registration, interviews, and open houses.
  - b. Weekly meetings with CWSP team.
  - c. Assist in execution of Draft Day, CWSP Orientation, Project CEO, and other events as needed.
  - d. Assist with other CWSP duties and administrative tasks as assigned.

**Qualifications:** Successful applicants will embody the mission-commitment, intellectual curiosity, openness to growth, optimism, and enthusiasm that are central to the members of Cristo Rey Atlanta’s team. In addition, applicants should meet or exceed the following requirements:

- Successful completion of Bachelors degree
- Valid drivers license, acceptable driving record, and ability to drive 14-passenger bus
- A focus on client satisfaction, ideally with experience in corporate America, aimed at deepening and expanding relationships with existing business partners and maintaining a high retention rate year over year
- Ability and desire to effectively communicate and build relationships with a wide variety of stakeholders including corporate partners and high school students
- Track record of working well independently and with others in a fast-paced environment
- Organized and technologically savvy (SalesForce preferred)
- Fluency in Spanish preferred
- Teaching and classroom management experience preferred

**Apply:** To apply, submit the following items to Shatavia Richardson, Human Resources Manager, [srichardson@cristoreyatlanta.org](mailto:srichardson@cristoreyatlanta.org) and include the position in the subject line:

- Resume
- Cover letter
- Contact information for 3-5 professional references (direct phone and email)
- Undergraduate transcript (Graduate if applicable)

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