Staff Position

CRISTO REY
NEW YORK HIGH SCHOOL

Job Title: **Partnership Associate/Relationship Manager**
Start Date: Immediate Hire

ABOUT CRISTO REY NEW YORK HIGH SCHOOL

Cristo Rey New York High School (CRNYHS), a member of the national Cristo Rey Network, is a coeducational, independent Catholic high school in East Harlem. Our mission is to serve promising students who have been educationally underserved, who demonstrate a passionate desire to make more of themselves, and who are unable to afford any of the Catholic or other private high school options available in New York City.

Each student takes part in the school's Corporate Work Study Program (CWSP), an integral part of the Cristo Rey model in which every student works one day a week throughout their four years at the school. CWSP is a subsidiary employment agency operated within CRNYHS that trains students for entry-level employment and markets their services to local clients, enabling all students to earn half the cost of their education through a job-sharing partnership. CWSP participation is a critical component of every CRNYHS student's education. Through this program, CRNYHS students provide valued services to NYC companies and organizations where they also gain mentors and forge fundamental networks for their future success.

POSITION SUMMARY

The **Partnership Associate/Relationship Manager** will: 1) serve as a liaison and account manager to an assigned portfolio of corporate partners and organizations, 2) be a professional coach and mentor to an assigned group of students, and 3) assist the Work-Study Department with the development and delivery of professional development and business literacy programming. In this role, the individual will interact regularly with students and corporate and organizational partners regarding student work, performance, and job assignments. The individual will provide outstanding customer service to our partners and help students develop skills to be successful in the workplace.

The individual will join a dynamic and diverse team which is focused on preparing and developing the future workforce of our City. A positive attitude, along with a willingness to be flexible and supportive of the needs of the greater team and school community is essential in this role.

POSITION QUALIFICATIONS

Education/Experience:

- Bachelor's degree required.
- Three years of customer service and/or donor stewardship experience.

Required Skills and Abilities:

- Strong strategic aptitude, and detailed task and project management skills.
- Ability to support various stakeholders, take initiative, and work collaboratively in a team setting.
- Background working with a culturally diverse high school student population and/or experience in managing client relationships.
- Excellent written and verbal communication skills.
- COVID-19 Vaccination Policy - CRNYHS requires that all eligible employees and volunteers receive vaccination for COVID-19 as a condition of employment, subject to lawful exemptions.

COMPENSATION

Salary Range: $52,000 - $61,000

New hires are typically brought into the organization at a salary closer to the start of the range depending on education, qualifications, years of experience, internal equity, and the budgeted amount for the role.

CRNYHS offers a generous benefits package including medical coverage with a Health Reimbursement Account, dental and vision coverage, and a retirement plan with a matching contribution.

HOW TO APPLY

Please send a cover letter and a resume by email to Angela Acevedo at partnership@cristoreyny.org.

Applications will be considered until the position is filled.

For more information about Cristo Rey New York High School, visit www.cristoreyny.org

This school ministry is endorsed by the American Province of the Society of the Holy Child Jesus, the District of Eastern North America of the Brothers of the Christian Schools, and the USA East Province of the Society of Jesus.

Cristo Rey New York High School does not discriminate based on race, color, national or ethnic origin, gender, sexual orientation, or religion.