



Associate Director, CWSP Partner Relations

POSITION:	Associate Director, CWSP Partner Relations
LOCATION:	Cristo Rey San Diego High School, 1228 S. 38th St., San Diego, CA 92113
CLASSIFICATION:	Full time, Exempt
HOURS:	Monday-Friday, yet may vary with job-related projects and deadlines
SUPERVISOR:	Vice President, Corporate Work Study Program (CWSP)
PAY RANGE:	\$68,000-\$75,000 salary, plus benefits if employee chooses to receive

Opportunity and Mission

If you are interested in diving into a mission-driven culture to support equity in education that will generate a positive impact on the under-resourced community of Southeast San Diego, then continue reading about this incredible opportunity to join a dynamic team. Cristo Rey High School is making headlines for its innovative approach to preparing students to succeed in college and in life! We are tearing down systemic barriers to ensure equitable access to economic and educational opportunities.

Cristo Rey High School's mission is to educate young people of limited economic means to become men and women of faith, purpose, and service, and prepared for life. We provide a rigorous college preparatory curriculum, integrated with relevant work study experience (corporate internships) and community service. In the finest tradition of Catholic outreach, we welcome students, staff members, and faculty of all denominations. Cristo Rey High School students have a 99% college acceptance rate (100% in 2025).

Who We Are

Learn more about our vision, mission, values, identity, what we do at cristoreysandiego.org.

Position Summary

The Associate Director CWSP Partner Relations, under the supervision of the CWSP Vice President, plays a critical role in the Corporate Work Study Program (CWSP). The Associate Director is responsible for building, maintaining, and deepening relationships with the Corporate and Nonprofit Partner supervisors and decision makers that hire our students. This role works with both partners and students to help solve any business or technical challenges that they face. The Associate Director will act as the point person for communication with supervisors and students in their portfolio of responsibilities to ensure a successful work study partnership. The Associate Director will meet with both parties to answer their questions and assist with conflict resolution by attending promptly to partner or student issues. They will work collaboratively with the academic team in order to develop and support both the students' academic and professional skills leading to both college and career outcomes for students. The Associate Director will also proactively identify additional partners in the community who can benefit from the CWSP experience. The ideal candidate is highly organized, detail-oriented, mission-driven, and passionate about supporting educational equity and the transformative impact of Cristo Rey High School.

What You Will Do

Responsible for the satisfaction and retention of the assigned portfolio of contracted job partners. Steward and monitor supervisor alignment with CRN mission; including successful employment wrap around services execution.

- Partner site visits, staff & student orientations, partner onboarding training and other partner communication touch points.
- Cultivating a customer relationship management approach to partner service
- Identifying prospective future corporate work study partners
- Communicating with corporate partners to complete and manage timecards and semi-annual student worker performance evaluations
- Maintaining compliance with all legal, safety and employment requirements (Federal, State, and local) for work study program, as well as employment agreements with partners
- Renewing and/or expanding existing partner accounts and agreements for following year

Managing student's success for assigned portfolios of job partners.

- Creating a professional mentorship framework for students that emphasizes workplace skill development (technical and noncognitive) to ensure student employability and success at work
- Developing and enhancing existing curriculum that supports student skill success in the workplace environment
- Developing and enforcing policies and structures to ensure a high level of student performance, programmatic quality control and healthy partner relationships
- Overseeing, developing, modeling, teaching student work study appropriate skills
- Demonstrating ability to build rapport with high school students in order to support their professional development
- Supervise effective work study placement of student workers and associated work schedules
- Lead student placement working sessions with the team

Works collaboratively and enthusiastically as a part of the CWSP team to benefit student workplace and career success.

- Collaboratively works with CWSP VP and CWSP team to strategically plan, recruit, retain and support CWSP partners in the community
- Completes tasks assigned by CWSP VP in a timely manner
- Collaborates with CWSP team to plan and execute CWSP pre-matriculation training for incoming students
- Supports awards and celebratory events for partners and for students
- Showcases CWSP outcomes for various audiences
- Willingness to support additional duties as assigned

Who You Are

Key Qualifications and Competencies:

- Demonstrated ability to build authentic, mission-aligned relationships with diverse students, families, corporate partners, and school stakeholders
- Proven experience motivating and working collaboratively with high school students, including teaching workforce readiness curriculum

- Strong interpersonal, verbal, and written communication skills, with persuasive and professional presence
- Exceptional organizational and project management abilities; skilled at prioritizing in a dynamic work environment
- Collaborative team member with a record of influencing, inspiring, and leading others toward common goals
- Experience in sales, donor engagement, or corporate partnership development preferred
- Data-literate; capable of using CRM tools (e.g., Salesforce) and analyzing data to inform strategy
- Demonstrated resilience, emotional intelligence, and discretion in high-pressure situations
- Committed to the values of faith-based education and the Cristo Rey mission
- Fluency in Spanish and background in nonprofit or corporate sectors a plus

Professional and Educational Requirements:

- Bachelor's degree required
- Three or more years of experience in business, education, or non-profit setting preferred
- Proficiency in Microsoft Office, Google Suite, and fundraising or CRM platforms
- Demonstrated leadership and training capabilities

Personal and Professional Attributes:

- Models integrity, humility, professionalism, and service consistent with Catholic values
- Approaches learning and collaboration with initiative, joy, and growth mindset
- Maintains a respectful, inclusive, and empathetic approach in all interactions
- Adept at developing strategic schedules and relationship-management plans to advance CWSP partnerships

Administrative and Physical Expectations:

- Comfortable traveling locally to corporate partner meetings and school-related events
- Capable of lifting up to 25 pounds and assisting with event logistics when necessary
- Responsive communicator; timely with email and voicemail

How To Apply

Qualified applicants must submit a resume, cover letter, and three professional references (name, position, email, and phone number) in one PDF document to Kimberly King, VP Corporate Work Study Program at kking@crestoreysandiego.org.

DISCLAIMER: Cristo Rey San Diego High School provides equal employment opportunities to applicants without regard to race, ethnicity, religion, sex, or national origin.