



Job Title: CWSP Senior Account Manager

Reports To: Operations Director/CWSP Program

About Cristo Rey Boston High School

Cristo Rey Boston High School is a member of the national Cristo Rey Network, an association of 37 Catholic schools serving 12,000 students in 26 states. The mission of the Cristo Rey schools is to prepare economically disadvantaged students to enter and graduate college through a rigorous curriculum and a unique work-study program. The adults' professional culture is characterized by transparency and collegiality. Faculty and staff at CRB are deeply committed to the young people we serve, and eager to learn and grow in their own professional practice. There is an expectation that doors of classrooms and offices are open for colleagues who wish to share in each other's work, to ask questions, and to lend support.

Our Mission and Vision

Our Mission and Vision: Cristo Rey Boston is a Catholic high school exclusively serving families of limited economic resources. By offering a rigorous curriculum, a unique work-study experience, and the support of an inclusive community, we prepare our students to succeed in college and beyond with the core values of dignity, perseverance, growth, and generosity.

Job Summary

As a member of the Corporate Work Study team, the Senior Account Manager manages and supports team members in relationships with corporate partners and students to facilitate the logistics of the work study program. The Account Manager also works with other staff and faculty to foster a positive and vibrant learning community where high standards are maintained.

The Senior Account Manger reports to the Operations Director of Corporate Work Study and will directly supervise one Associate Account Manager.

Essential Functions:

- Oversee the structural, Partner facing work of student evaluation, regular surveys, site-visits, to ensure CWS team members and vital work of account management is operating effectively.
- Management and oversight over the transportation system including van fleet, drivers, routes, and students assigned therein.
- Management of student worker placements.
- Provide support in managing a portfolio of corporate business partners and student workers.
- Train student workers and prepare them for job placements.
- Collect, review, record, and follow-up on student worker timecards and performance reviews, and maintain Salesforce database of students and partners.
- Communicate with accounts on a regular basis and collaborate with the CWSP team on recontracting accounts for the next school year.

- Actively prospect & recruit new CWS partners.
- Meet with students, staff, business partners and parents in a timely fashion to address any performance-based issues.
- Document communication and activities (job expectations, business partner norms and schedules, student attendance, timecards, dress code compliance, etc.) to support the daily operational needs of the Corporate Work Study Program.
- Assist with student worker morning check in/Out
- Transport students to and from work as needed if van drivers (s) become ill.
- Assist in technology support both for CWSP (Salesforce) and for the Academic technology help desk
- Additional projects as assigned by director.

Required Qualifications:

- Bachelor's degree
- Valid Driver's License
- MS Office experience
- Salesforce or equivalent CMS
- 5 years of relevant experience. Project and Personnel management preferred.
- Experience in either high school education or in the corporate sector or both
- Ability to work in a fast-paced and mission-driven environment
- Ability to communicate and coordinate effectively with team members
- Knowledge or experience in workforce development, D/E/I or student counseling

Preferred Skills:

- Former roles or experience in account management, curriculum development, sales or education preferred.
- Proficient in technology and ability to learn new software and applications
- Focus on client satisfaction, ideally with experience in corporate business.
- Ability to communicate and build relationships with a wide variety of stakeholders including corporate managers and high school students with diverse backgrounds.
- Curriculum development, event planning, and/or mentoring experience.

Research suggests that qualified women and Black & Indigenous POC may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive at Cristo Rey Boston to apply for this role.

Job Type: Full-time