



**CRISTO REY DE LA SALLE EAST BAY HIGH SCHOOL  
OAKLAND, CA**

**Position Available: Director, Corporate Work Study Program**

Cristo Rey De La Salle East Bay High School is seeking a Director of the Corporate Work Study Program for its Roman Catholic, co-educational, secondary school to open in the fall of 2018 on the campus formerly home to Saint Elizabeth's High School. The school is sponsored by the De La Salle Christian Brothers, District of San Francisco New Orleans.

The Corporate Work Study Program (CSWP) is modeled after the successful programs at 32 Cristo Rey Network schools. All students are required to complete a college preparatory curriculum and participate in the Work Study Program. Under the Corporate Work Study Program, each student is employed one day per week by a local business or community agency to provide tuition assistance and complement the school's on-site curricular program. The school is currently participating in the Replication Process of the Cristo Rey Network.

The Director of the CWSP must be an energetic, experienced professional to create, direct and successfully grow the Corporate Work Study Program. The Director must have a strong desire to coach, mentor and train urban young people. The Director oversees all work-study activities, including overall policy, job procurement strategy, operations, administration and budget. The Director demonstrates a strong skillset to develop and manage a variety of projects from visioning to implementation. The Director is a member of the school's leadership team and works collaboratively with the school to meet the objectives of the school and work program. This position reports to the Cristo Rey De La Salle East Bay High School President.

An ideal candidate for Director will have 5 or more years of experience in sales and business administration, including staff supervision. In addition, this candidate would have a Bachelor's Degree in Business, Finance or related field (Masters preferred). The candidate must possess and model strong leadership skills, desire collaborative team management, be committed to understanding and embracing the cultural backgrounds of students and families, possess both excellent written and oral communication skills, and have experience as a supervisor of personnel with budgetary responsibility. We seek a person of faith who believes in the transformative power of education and supports the Lasallian Catholic mission of the school.

The Director of Corporate Work Study is responsible for

- (1) Securing work-study jobs at local corporations and businesses for all enrolled students
- (2) Overseeing the placement, training, supervision, transportation and evaluation of our student workers
- (3) Stewarding relationships with the corporate sponsors
- (4) Supervising and supporting a team of staff and volunteers.
- (5) Overseeing all matters of legal compliance
- (6) Ad hoc projects assigned by the President.

**Commencement:** Assume responsibilities by July 1, 2017.

**Salary/Benefits:** Competitive salary with full benefits.

**Job Description:** Full position description available at <http://www.delasalle.org/employment/>.

**Application:** Review of applications to begin April 2017. Interviews will begin in late April, early May and will continue until the position is filled.

Please email résumé, letter of intent demonstrating qualifications for the position as per full job description, three references with complete contact information, and brief description of your educational philosophy to:

Michael Anderer | President, Cristo Rey De La Salle East Bay High School  
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