



Arrupe Jesuit High School

Job Title: Program Manager-Training and Education

Reports to: Executive Director, Corporate Work Study Program

Designation:

Status: Full-Time

Work Schedule: In office; Monday-Friday 7-3:30pm (somewhat flexible); Year-Round

About Arrupe Jesuit:

Arrupe Jesuit High School is a Catholic, college preparatory school offering students with limited economic resources a premier educational experience through rigorous academics, formation in faith and discernment, and a unique work-study program – fostering community, opportunity leadership, and personal growth. Our goal is to empower graduates who will continue their education and return as leaders in their communities.

About the Corporate Work Study Program (CWSP)

Arrupe Jesuit High School's Corporate Work Study Program (CWSP) is a cornerstone of our educational model. Students dedicate one day a week to work at businesses across the Denver metro area, filling entry-level positions in diverse fields like law, healthcare, finance, education, and construction. This hands-on experience not only exposes students to various industries but also helps them build crucial workplace skills and develop a real resume. Beyond the educational benefits, the earnings from CWSP play a pivotal role, covering more than half of the tuition at our school. Arrupe Jesuit High School is proud to offer a unique, comprehensive learning experience that integrates academics with real-world preparation through the Corporate Work Study Program.

Position:

Arrupe Jesuit High School is seeking a dynamic and experienced professional for the role of Program Manager for Training and Education within our Corporate Work Study Program. The Program Manager will play a crucial role in developing and implementing training initiatives for our students to get them ready and prepared to go out to work. Responsibilities include setting the vision for and designing training curriculum to ensure our students are work prepared, collaborating with corporate partners, and supporting day-to-day logistics.

The ideal candidate will possess strong leadership skills, a passion for education, and the ability to cultivate meaningful partnerships. If you are dedicated to making a positive impact on the education and professional development of high school students, we invite you to apply for this rewarding position. Join us in our mission to empower students for success in both their academic and professional journeys.

Competencies:

While skills and experience are very important in this role, even more important is a commitment to the mission and the students that we serve. We work in a very collaborative and ever-changing environment, and the ability to thrive in this fast-paced setting while remaining positive is essential.

- Belief in the inherent greatness of Arrupe students and the power of work experience to help them become their best selves
- Asset-based mindset, and ability to maintain positivity in challenging situations
- Effective communication and collaboration across diverse stakeholders
- Flexibility and willingness to contribute in all-hands-on-deck situations

Primary Responsibilities:

Training:

- Set the overall vision for ensuring students and supervisors are prepared for the work-study experience
- Design and execute a 2-week summer training program for incoming 9th graders
- Develop half-day training sessions to support students' professional growth throughout their 4-years at Arrupe
- Create weekly mini-lessons to foster student professional growth
- Design monthly supervisor training sessions to support them in their roles
- Develop and implement training programs for students removed from jobs due to performance issues

Company Support:

- Manage relationships with approximately 25 business partners, facilitating communication and addressing issues with student workers and supervisors
- Conduct bi-annual site visits to assess student progress and enhance program effectiveness
- Collaborate with supervisors to establish successful student work programs
- Monitor student timecards and address issues proactively
- Ensure companies understand their role in student formation and Arrupe's mission

Logistical Support:

- Contribute to daily logistical support, including morning student check-in and/or evening check-out
- Ensure timely transportation for students
- Enter attendance and behavior notes into online platforms

Minimum Qualifications:

- Bachelor's degree
- Experience in designing educational or training experiences for middle or high school youth
- Experience working with diverse youth populations

Other Preferred Experience:

- Experience managing external partners or partnerships
- Familiarity with workplace training
- Experience or familiarity with expectations in the corporate world
- Ability to integrate academic components such as literacy into workplace training
- Proficiency in Spanish (a significant plus)

In the Corporate Work Study Program, we embrace diverse perspectives and encourage passionate individuals interested in the role to apply even if you do not meet every single criteria listed in this job posting.

Working Conditions:

While performing the duties of this job, the employee is regularly required to talk and hear. Must be able to stand for 20% of the time. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Working conditions include being in a shared workspace. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary

Salary will be commensurate with experience with an expected range of \$54,000 to \$64,000

Contact:

Please submit your cover letter and resume to ccookinham@arrupemail.org.