



JOB DESCRIPTION

Program Associate

Position Detail:

Working within Arrupe Jesuit's Corporate Work Study Program (CWSP), the Program Associate is responsible for the on-going formation of Arrupe's student workers. The Program Associate works with members of CWSP, our Partner Companies and the greater Arrupe Jesuit community to ensure our students are successful in their work placements.

Responsibilities include, but are not limited to, the following:

Supervisor Engagement and Professional Development

- Coordinate and implement ongoing Work Study development opportunities for all supervisors throughout the school year
- Serve as the lead for the best practices supervisor events
- Cultivate and share supervisor tips and best practices

Student Growth and Engagement

- Participate in on-going student trainings as a lead teacher and coordinator where needed
- Serve as a facilitator in a classroom setting both in the Summer Training Institute (several weeks of new student training) and during on-going CWSP training sessions

Partner Relations

- Explore ways that we can better prepare and support supervisors to work with Arrupe students
- Serving as the customer service support for approximately 30 partner organizations. Liaison responsibilities include updating the CWSP database, communicating via regular phone calls and emails, as well as periodic office visits. Plan and execute interventions to help students improve job skills. Lead student coaching sessions and parent meetings when needed for under-performing students.
- Responsible for sending out the monthly partner newsletter and the annual communications to partners at Thanksgiving, Christmas and the CEO thank you card process at the end of the year.

Timecards

- Responsible for the entire timecard process from creation through responding to students and partners about performance ratings
- Manage and contract students who do not comply with the timecard process

Other Duties

- Responsible for one close per week
- Scanning and e-filing our CWSP Partner Contracts
- Create and maintain the CWSP specific Roadmap/Office Manual
- Serve as a backup for check-in / check-out process on an as-needed basis
- Assist other CWSP staff members as-needed with routine administrative tasks

Preferred Skills and Specifications:

- Respect and support for Arrupe's Catholic identity and its mission
- Prior experience teaching/working with high school students.
- Spanish fluency is a significant plus
- Competence in using MS Word, Excel and Access
- Ability to work as a team player in a dynamic work environment
- Management or customer service experience is a plus
- A high energy level, self-initiative, confidence, sense of humor, and flexibility
- Ability to write and speak effectively and professionally
- Ability to manage competing priorities and deadlines with grace

Salary: \$45,000/annually with excellent benefits

Interested candidates should email Eve Vaccaro (evaccaro@arrupemail.org) with their cover letter and resume.