



EMPLOYMENT OPPORTUNITY

Training Specialist

Don Bosco Cristo Rey High School and Corporate Work Study Program

Open: May 15, 2018 - **Close:** June 1, 2018

Don Bosco Cristo Rey (DBCR) is a private, Catholic, college-prep high school sponsored by the Archdiocese of Washington and the Salesians of Don Bosco, serving students of diverse backgrounds from financially challenged families who live in the greater Washington metropolitan area. Don Bosco Cristo Rey's mission is to provide an affordable, safe, values-centered education which prepares graduates for success in college and life. The Corporate Work Study Program (CWSP), is a unique feature of the school. A separate corporation, it trains the students for entry-level clerical employment, and markets their services to local corporate clients.

Overall Position Description:

Don Bosco Cristo Rey seeks an energetic, experienced professional to engage student workers, CWSP staff, DBCR Faculty, and corporate partners to analyze student worker/organizational needs in order to develop, design, implement, evaluate and continuously improve training programs to meet those needs.

Brief Summary of Duties:

- Oversees the implementation of the Cristo Rey Network CWSP Curriculum
- Ensure collaboration with the academic program to promote student success
- Oversee development and implementation of business and workforce education to ensure all students have the skills necessary to succeed in their work study placements and graduate with basic business acumen. This includes managing: a 3 week summer program, weekly freshmen CWSP class, senior capstone course, re-training for struggling students, ongoing professional development opportunities for students
- Facilitate and Manage Bi-annual Performance Evaluations
- Coordinate recognition and rewards for students and supervisors throughout the year
- Facilitate Supervisor Trainings through various mediums

Minimum Requirements

- Have a minimum of two years of experience workforce training/development, curriculum development, or program development
- Have a strong working knowledge of Microsoft Office applications especially Excel and Word
- Proficient in database, cloud-based, and/or learning management systems
- Hold a bachelor's degree Master's degree in Human Resources, Education or Business preferred
- Possess interpersonal skills to relate well with students, staff, administration, parents, and corporate partners
- Demonstrate ethnic, racial, and religious sensitivity of the student body
- Demonstrate a commitment to the School's Mission
- Strong analytical and organizational skills
- Ability to work in an ever-changing environment
- Bilingual (English/Spanish) a plus

Position available: July 23, 2018

To apply for this position: (email submissions preferred)

If you are qualified and interested in this position, send

- A letter stating personal intent,
- A comprehensive resume

Ana Chapa

Executive Director

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Subject line: DBCR Training Specialist