Chief of Staff

About Cristo Rey San José

Cristo Rey San José Jesuit High School is a Jesuit, Catholic high school that develops students from underserved communities in San José to be people for others who are prepared spiritually, academically, and professionally to complete college and who will become accomplished leaders committed to a lifelong pursuit of learning, faith, and justice.

Cristo Rey San José provides students from underrepresented communities in the region with a rigorous college prep education and a unique Corporate Work Study Program (CWSP) in which students work at over 70 Silicon Valley companies.

About the Chief of Staff Role

CRSJ seeks a Chief of Staff who will champion operational excellence by supporting the Office of the President, overseeing school operations and facilities, and leading project management for the school’s Leadership Council. The ideal candidate will bring a passion for our unique mission, an understanding of school environments, and a creative and solutions-oriented outlook. They must be able to represent the Office of the President to staff, the Board, and external parties. The role will report directly to the President & CEO.

Essential Position Responsibilities:

- Serve as liaison and project manager between staff, leadership team, board members, and President & CEO regarding organizational climate, employee well-being, project updates, proposals, and planning

- Oversee daily operation of facilities, IT, and the cafeteria/kitchen including staff. Manage and develop a team of one full-time employee, who in turn oversees 3-4 part-time employees as well as various contractors. Manage our external IT vendor to ensure the highest standards of technology access, security, and reliability.

- Manage and maintain positive relationships with vendors, neighbors, and community partners, including sitting on several committees related to the development of the area surrounding the school property.

- Responsible for maintaining CRSJ’s overarching response to the COVID-19 pandemic, developing plans and protocols that balance staff and student health and safety and access to academics. This work is done in partnership with the Santa Clara County Health Department and stakeholders within CRSJ.
Oversee daily operations through collaboration with senior management and department leaders, performing an array of administrative and strategic tasks for the President & CEO from managing calendars, generating correspondence, maintaining hard copy and electronic files, planning and coordinating annual corporate meetings, and scheduling facilities

- Review, design, and execute on improvements to org structure, find knowledge and skills gaps and help address them

- Improve current processes and coordinate organizational procedures for optimized efficiency and productivity

- Build and develop relationships with all employees for increased efficiency and effective responsiveness into existing operations, and help to define new operational strategies, working with the President & CEO and the leadership team on special projects

- Assist the President and the Director of HR in developing and executing staff development, including optimizing staff meetings, coordinating professional development opportunities, and planning staff retreats

- Maintaining a coordinated school & work study program calendar and developing staff calendar norms for greater coordination across the organization

- Serve as a subject matter expert, handling inquiries and developing action plans to address them, and assisting with the preparation and dissemination of communications

**Qualifications:**

- 7+ years in a business or executive management role

- Proven experience organizing and directing multiple teams and departments

- Strong project management skills

- Ability to work with many personality types and in a complex organization

- Dedication to building a positive staff morale

- Excellent communicator in written and verbal form

- Extremely versatile, dedicated to efficient productivity

- Experience planning and leading strategic initiatives

- Experience with data analysis

- Experience with budget management

- Proven success in a project coordination role
Comfort with meeting planning and public speaking; experience developing and leading team-building activities is preferred

Nimble business mind with a focus on developing creative solutions

Customer-service and solutions-oriented mindset

Strong project reporting skills, with a focus on interdepartmental communication

Commitment to diversity, equity and inclusion

Experience working in a school setting preferred

Master’s degree in Business Administration or similar field is preferred

To Apply

CRSJ offers a competitive salary and benefits package. For best consideration candidates should submit a current resume and a cover letter indicating why they are particularly interested in and qualified for the position. Material should be transmitted via email attachment to CRSJ Director of Human Resources, Christina Dickson, at christina.dickson@cristoreysj.org.

Cristo Rey San José Jesuit High School is dedicated to both the letter and the spirit of the equal employment opportunity laws. Employment decisions will not be made on the basis of race, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (including pregnancy, childbirth, or related medical conditions), age or sexual orientation, military or veteran status or political affiliation.