

<p style="text-align: center;"><b>Program Coordinator Corporate Internship Program</b></p>
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**Reports to: CIP Director**

**Summary of position responsibilities:**

The program coordinator is the primary interface with the students and corporate sponsors when related to work and their job assignments/supervisors. He/She is the primary coordinator for a number of issues directly related to students and their success in the CIP. Responsibilities include, but are not limited to the following:

**Responsibilities:**

1. Sponsor Relations
  - a. Responsible for maintaining contact with up to 20 CIP sponsors in regards to student performance. Coordinate primary contact functions including updating databases, regular phone call and emails, visits, evaluations and re-contracting
  - b. Prepare sponsor folders with completed I-9, W-4 forms, work permits and student profiles
2. Student Performance/Coaching
  - a. Schedule and coordinate individual and group meetings with students and CIP representatives and other school personnel as needed, utilizing sponsor feedback
  - b. Prepare, distribute, collect and analyze student and sponsor feedback – sponsor averages, student averages, year to year performance comparison
  - c. Coordinate holiday work addendums for students
  - d. Address and enforce all school policies with an emphasis on discipline and dress code
3. Transportation
  - a. Coordinate and assign routes for morning and afternoon.
  - b. Assist with driving students to work or chaperone students on MAX
4. Attendance/Dress Code
  - a. Prepare daily check in/check out attendance sheet
  - b. Identify and correct inappropriate attire
  - c. Record and track any tardiness and absences
5. Summer Training Institute
  - a. Work with CIP staff to assist in coordinating the two week training program for al new and returning students – organizing workshops, coordinating instructors/students as well as coordinating all related events such as Parent and Sponsor orientations
6. Special Events Coordination
  - a. Assist CIP staff with annual Sponsor Appreciation Luncheon

**Education requirements:**

B.A. from Accredited University/College

**Required skills:**

Microsoft Office Suite, with particular emphasis on Excel and mail merge capabilities. Flexibility in work schedule to include some evening and weekend work.

Understanding of Catholic Education with an emphasis on urban education.

**Philosophical attitude:**

- Understands and accepts that DLSNC is primarily dedicated to the education, graduation and college acceptance of each and every student.
- The School is driven by its Catholicity which focuses on the highest level of ethical, moral and social behavior of its students, staff and volunteers.

**Send or email resume to:**

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