



Assignment:	Career & Technical Education Program Outreach Coordinator		
Group:	CTE Department	FLSA Status:	Exempt
Location:	Saint Patrick High School 5900 W. Belmont Avenue Chicago, IL 60634	Terms of Employment:	12 months
Supervisor:	John Harrington, Principal - Dan Santucci, President		

Saint Patrick High School:

Founded in the Catholic and Lasallian Traditions of the Christian Brothers, Saint Patrick High School has been serving Chicago's youth for more than 160 years. Today, we exemplify and continue to grow in the 5 Core Lasallian Principles of Faith in the Presence of God, Concern for the Poor and Social Justice, Respect for All Persons, Quality Education for All, and Inclusive Community.

Originally located in the West Loop of Chicago, our modern campus is located in the Belmont-Cragin neighborhood of Chicago's Northwest Side community. Today, the passionate and collaborative efforts of the Saint Patrick community support our young men in their pursuit of Career, College, and Life readiness. We have rich traditions in Academics, Faith, Service, Tradition, Arts, and Athletics. We are seeking collaborative, motivated, curious, and mission-oriented educators who want to join our team for the 2024-2025 school year.

Students and Staff at St. Pat's are characterized by an extraordinary sense of community and shared purpose. Many graduates continue their education beyond St Pat's at top tier 4-year Colleges and Universities, and many enter the workforce or Technical and Trade schools immediately after their graduation at Holy Name Cathedral in Chicago. Our alumni include renowned business, legal, and political professionals, doctors, lawyers, trade union professionals, athletes, civil servants, and artists.

School leaders at St. Pat's share a passionate desire to support, empower, and develop the professional growth and success of our team members, during their time at Saint Patrick and beyond.

Job Title: Career and Technical Education (CTE) Program Outreach Coordinator

Department: Career and Technical Education

Reports To: Principle / President (Fundraising)

Faith. Tradition. Brotherhood.



Job Overview: The High School Industry Coordinator will play a pivotal role in bridging the gap between Saint Patrick High School, trade unions, professional organizations and local industries. This position is dedicated to enriching student experiences by facilitating internships, job shadowing opportunities, industry-driven projects, and fundraising to support the program. The coordinator will serve as the key contact at Saint Patrick High School ensuring that collaborations are aligned with educational goals and enhance student readiness for the workforce.

Responsibilities and Duties:

- Establish and nurture partnerships with local businesses, unions and organizations to secure student internships, job shadowing, and employment opportunities.
- Coordinate events such as career fairs, guest lectures, and industry visits to expose students to real-world job environments and expectations.
- Collaborate with teachers to integrate industry-specific skills and knowledge into the curriculum.
- Manage and oversee agreements with industry partners, ensuring that all parties adhere to legal, safety, and educational standards.
- Organize advisory panels consisting of industry experts to regularly review and update educational programs to meet current industry standards.
- Monitor and analyze the effectiveness of industry partnerships, making adjustments to strategies as necessary.
- Prepare detailed reports on student outcomes, partnership effectiveness, and program growth for school administrators and stakeholders.
- Access grants, scholarships, and financial gifts that can support the continued growth of the program.

Qualifications:

- Bachelor's degree in Education, Business Management, or a related field. Experience in a vocational education setting is a plus.
- Experience in partnership management, community relations, or a similar role, preferably within the industry and Unions
- Strong communication and interpersonal skills, with the ability to engage effectively with both students and business leaders.
- Excellent organizational and project management skills.
- Proficient in using educational technology and database management systems.
- Demonstrated ability to work effectively in a dynamic, team-oriented environment.