



**CRISTO REY**  
PHILADELPHIA  
HIGH SCHOOL

**Receptionist (Part-Time)**

Cristo Rey Philadelphia is seeking a part-time Receptionist who is detail oriented, a self-starter, bilingual (Spanish) and has exceptional communication skills. This position will be a member of the development and communications team and will play an integral role at the school by regularly communicating with families and visitors. This position will support Cristo Rey's full-time receptionist and will report to the Manager of Marketing & Communications.

**Basic Responsibilities:**

- Greet all visitors to the school; supervise visitors signing in and signing out; direct visitors accordingly
- Answer phone calls to the school, addressing all questions and directing callers to the right phone extension
- Manage student transpasses
- Develop a positive, welcoming and caring climate at the Front Desk; be respectful and friendly to all visitors and callers
- Receive all mail and sort accordingly in the mail room; operate the mail postage machine
- Track and order housekeeping inventory for the school
- Responsible for maintaining and stocking the mail room
- Work closely with and support the full-time receptionist
- Complete other duties as assigned

**Requirements for Success:**

- Understands and supports the mission of the school
- Bilingual (English and Spanish)
- Sociable and welcoming demeanor
- Administrative experience
- Basic skills in Excel and database entry
- Focused and detail-oriented
- Excellent communication skills
- Self-starter and enjoys interacting with people of all types
- Comfortable in a flexible and sometimes "noisy" environment
- Ability to work flexible hours
- Willing to do "whatever it takes" for the success of the students

**Other:**

- Location: 1717 W. Allegheny Ave., Philadelphia, PA 19132
- Flexible hours: part-time hours will change from summer to school year
- Salary based on candidate's experience

**Application Process:**

- Submit one PDF containing the following documents to [jointheteam@crphs.org](mailto:jointheteam@crphs.org):
  - Cover letter
  - Resume
  - Three professional references

**About Cristo Rey Philadelphia High School**

Cristo Rey Philadelphia High School is a college preparatory, Catholic school for students of all faiths. Cristo Rey Philadelphia High School nurtures and challenges young people to recognize and realize their full potential as they learn to love others, grow in their faiths, and serve the common good.

The school welcomed its first class in August 2012 and now serves approximately 540 students. For seven years, Cristo Rey was located in the Logan neighborhood of North Philadelphia. At the start of the 2019 school year Cristo Rey moved to a brand-new home in the Alleghany section of the city, remaining committed to serving under-resourced families from across the greater Philadelphia and Camden areas. The school utilizes a longer school day and year, structured academic assistance, and counseling support to prepare students, who start out between two and three grade levels behind academically, for college. The faculty's collective goal for every student is not simply high school graduation or college acceptance but college graduation. It is the faculty's primary responsibility and challenging mission to prepare every Cristo Rey Philadelphia student to be successful in college.

All students enrolled in the school participate in a unique corporate Work-Study Program through which they develop important skills and finance the majority of the cost of their education. The Cristo Rey Work-Study Program gives students the opportunity to build core skills that will help them succeed in college and the modern workplace. Each student works five full days per month in an entry-level job in a professional work environment. The objective of these jobs is to reinforce the capabilities that students need to be successful in college and career, as well as to provide students with opportunities for development of one's self-esteem and exposure to a professional corporate culture. The money earned through the students' work goes directly to the school to cover a significant portion of the cost of their education.

The school is endorsed by the Oblates of St. Francis de Sales, the Sisters, Servants of the Immaculate Heart of Mary, and the Augustinian Province of Saint Thomas of Villanova. Cristo Rey is new to Philadelphia but not new to the United States. Cristo Rey Philadelphia is the 25th school in the national Cristo Rey Network. Network schools have established a tremendous record of success preparing students for success in college and in life.