

Job Title	Training Associate
PVN ID	JJ-1904-003046
Category	Administrative Services
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Prison Reentry Institute (PRI)
Status	Full Time
Annual Salary	\$40,000.00 - \$45,000.00
Hour(s) a Week	35
Closing Date	Jul 02, 2019 (Or Until Filled)

General Description

The Prison Reentry Institute (PRI) seeks a Training Associate to support a portfolio of training programs and workforce development services that will increase access to employment and career pathways for people who have been involved in the criminal justice system. Join the Career Pathways team as we design curricula in partnership with faculty and training experts, develop wraparound supports for students in our training programs, create new tools and resources for workforce development practitioners, and build capacity to measure and document program success. The ideal candidate is a long-term planner and creative problem-solver who enjoys building administrative systems that make programs run smoothly. The ideal candidate will bring a warm, customer service approach to help training participants reach their learning goals.

About Career Pathways

The Career Pathways (CP) team advances PRI's mission by increasing access to employment and career pathways for people who have been involved in the criminal justice system. CP has a focus on human services jobs and careers for people with lived experience in the justice system as well as bridging the digital divide for people who experienced lengthy periods of incarceration. CP staff contribute to PRI's policy, educational, and other activities. Career Pathways programs bridge the worlds of workforce development, higher education, and criminal justice reform:

- bringing the best practices of workforce development to PRI and other practitioners working in criminal justice organizations, and incorporating evidence-based risk reduction strategies into workforce development
- teaching workforce development policymakers and practitioners about the particular concerns of justice-involved individuals seeking employment/advancement
- assisting institutions of higher education as they seek to provide career services for their students who have been involved in the justice system

Other Duties

The Training Associate will provide programmatic and administrative support for all facets of program design, start-up, and implementation. The Training Associate will have primary responsibilities that include:

- Conducting outreach, marketing, recruitment, enrollment for courses, including presentations at partner organizations and in jail/prison facilities
- Present interview/orientation sessions for prospective students
- Provide classroom support: assist instructor, circulate throughout class to offer one-on-one support to students, teach segments of the curriculum
- Offer training support: create curriculum materials and prepare flash drives, handouts, and binders for students
- Confirm, as needed, details of assignments students are expected to complete for class
- Create and maintain administrative systems: complete attendance tracking, student enrollment/data forms, and data entry; prepare reports on student enrollment, attendance, and demographics; prepare feedback forms for students and compile/analyze input from students;
- Manage event and training logistics: request space as needed; order/set up food for students; order/distribute Metrocards
- Provide retention support including calling students who are absent; scheduling makeup sessions as needed
- Refer students to ongoing tech training—maintain information regarding other trainings that PRI students can pursue
- Refer students for internal services within PRI and to external services as needed
- Manage the Career Pathways mobile computer lab
- Provide administrative support for the Director of Career Pathways and Director of Collaborative Learning, including administrative support for Career Pathways Advisory Committee meetings
- Provide training and administrative support for workforce readiness training and for the Tech for Human Services modules of Navigator Certificate
- Collaborate with all staff and faculty/instructors, including the other Training Associate, to ensure the success and smooth operations of all Career Pathways programs.

Qualifications

- Excellent organizational and administrative skills—experience in academic or non-profit setting a plus
- Self-starter with ability to see big picture while managing a lot of detail-oriented tasks
- Excellent customer service skills for interface with students, faculty, consultants, facilities staff and other program partners
- Outstanding technology skills and ability to develop technology skills in others; certifications and/or prior tech teaching experience preferred
- Excel, Powerpoint, and database skills required, Salesforce experience strongly preferred
- Strong oral and written communication skills and ability to produce polished work products
- Knowledge of reentry and support services in NYC
- High school degree or equivalent and 2+ years relevant work experience, or equivalent
- People with relevant life experience are encouraged to apply