

---

<b>Job Title</b>	Program Coordinator (Career Pathways)
<b>PVN ID</b>	JJ-1910-003352
<b>Category</b>	Instruction and Social Service
<b>Location</b>	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
<b>Department</b>	Prisoner Reentry Institute
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 21, 2020 (Or Until Filled)

## General Description

---

The Prisoner Reentry Institute (PRI) seeks a full-time Program Coordinator to provide programmatic support to its Navigator Certificate training course. The course is intended for people with lived experience in the criminal justice system who are working in entry-level human service positions or seek employment in human services. The Navigator Certificate curriculum combines the theory and ethics of human services with the development of professional skills that employers and people with lived experience in the justice system have identified as keys to success in the workplace.

The Program Coordinator will be responsible for working in partnership with faculty and training experts to arrange the delivery of curricular to students, developing wraparound supports for Navigator students, and building capacity to measure and document program success. The ideal candidate will have strong written and oral communication skills, proven ability to develop and maintain productive business relationships and to manage multiple commitments combining attention to detail with productivity.

## Other Duties

---

The Program Coordinator reports to the Director of Career and Leadership Development and is responsible for the following:

- Conduct outreach, marketing, and recruitment for course, including presentations at partner organizations
- Oversee the application process---manage the review of applications; coordinate and participate in the interview and selection processes
- Manage the collection and tracking of pertinent data: student enrollment, attendance, and demographics; prepare feedback forms for students and compile/analyze input from students
- Develop relationships with students through regular check-ins; provide guidance and support to help

students excel in course

- Refer students for internal services within PRI and to external services as needed
- Coordinate with consultants and guest speakers to organize trainings/workshops for students
- Provide administrative support for the Director of Career and Leadership Development, including organizational support for Advisory Committee meetings
- Collaborate with all staff and faculty/instructors, including the Navigator Training Associate, to ensure the success and smooth operations of the course
- Supervise classroom assistant(s)
- Other duties as assigned

## Qualifications

---

- A track record of skillful program development, implementation and management
- Strong oral and written communication skills and ability to produce polished work products
- Ability to prioritize work accurately and independently
- Solution oriented with a keen ability to fully manage the problem solving process, including gathering and sorting information, identifying potential solutions, and presenting thoughtful and well-articulated solutions
- High level of diplomacy and professionalism as evidenced by demonstrated commitment to building and maintaining strong working relationships among diverse stakeholders
- Strong customer service orientation for interface with students and other program partners
- Excellent organizational and administrative skills—experience in academic or non-profit setting a plus
- Excel, PowerPoint, and database skills required, Salesforce experience a plus
- Knowledge of reentry and support services in NYC, preferred
- Undergraduate degree and 3+ years relevant work experience
- Relevant life experience preferred

---

### About the Prisoner Reentry Institute

PRI is a center of research and action at the John Jay College of Criminal Justice. PRI has a diverse portfolio of projects that focus on identifying what it takes for people to live successfully in the community after justice involvement and on increasing the effectiveness of the professionals and systems working with them. Capitalizing on its position within a large public university and recognizing the transformational power of education, PRI focuses much of its work on increasing access to higher education for people with criminal histories. PRI's comprehensive and strategic approach includes direct service, research, technical assistance, and policy advocacy.