

|                |   |
|----------------|---|
| Job Title      | Director of Career and Leadership Development |
| PVN ID         | JJ-2003-003557                                |
| Category       | Instruction and Social Service                |
| Location       | JOHN JAY COLLEGE OF CRIMINAL JUSTICE          |
| Department     | Prisoner Reentry Institute (PRI)              |
| Status         | Full Time                                     |
| Salary         | Depends on qualifications                     |
| Hour(s) a Week | 35  |
| Closing Date   | May 16, 2022 (Or Until Filled)                |

## General Description

The *Director of Career and Leadership Development* will be responsible for overseeing two distinct yet related educational programs: **Fellowships Initiative** for matriculated students at the John Jay College of Criminal Justice and the **Navigator Professional Certification** program for non-matriculated individuals with lived experience in the criminal legal system. Both educational programs support students in developing the skills and foundational knowledge needed to enter and advance in the field of human service delivery and advocacy with a particular focus on jobs and careers serving people that have been impacted by the criminal legal system. Managing a staff of four, the Director will report to the Deputy Director of Programs and will hold a key leadership position within the organization.

### Fellowships Initiative

The *Pinkerton*, *Tow* and *David Rockefeller* Fellowships place 20+ talented students in paid internships at leading social service/social justice organizations in New York City. Students accepted into these programs gain real-world experience while they engage in educational enrichment opportunities and complete related coursework to strengthen and deepen their field experiences. Fellows who complete these programs are ready to join the workforce as the next generation of social justice professionals.

### Navigator Professional Certification Program

The Navigator Professional Certification Program (Navigator Certificate in Human Services and Community Justice) targets individuals with lived experience in the criminal legal system, serving approximately 60 students each year through a college-level semester-long certificate course aimed to increase students' employability and foundational job skills. The goal of this multi-faceted program is to prepare students to enter and/or advance in the human services field by building on participants' lived experience and capacity to help other people change their lives.

The *Director of Career and Leadership Development* will oversee the programs described above, developing program protocols, guidelines, systems and efficiencies to ensure program excellence for the students served by these programs. The Director must be capable of supporting and leading a team, and must be organized and systems-oriented, while also possessing a deep dedication to the growth, transformation and success of our students. In addition, the Director will be expected to work collaboratively with our Director of Employment Services to develop programs and opportunities for students after they complete our programs, to support them in obtaining employment in the fields of their choice.

The ideal candidate for this position will be capable of managing existing programs and developing new programs. This role requires intense focus, attention to detail, and the ability to manage competing priorities in a fast-paced environment. In addition, successful candidates will possess the ability to support and develop staff and engage and inspire a team. Candidates must be committed to social justice for people with lived experience in the criminal legal system.

## Other Duties

The *Director of Career and Leadership Development* will:

- Oversee the organization, prioritization and development of existing training programs to ensure proper execution at all levels of the Program.
- Ensure consistency in the delivery and application of training standards across each Program.
- Design and facilitate trainings, enrichment opportunities and large-scale events and colloquia for students.
- Identify and utilize strategies to overcome obstacles to skill acquisition, including alternative instructional methods, and behavior modification techniques to help participants achieve learning and employment objectives.
- Develop strong supports and retention services for students.
- Manage internship programs for students; monitor internship placements and support host sites in providing meaningful and supportive experiences for students.
- Develop a robust student outreach and recruitment plan and support staff in recruiting and enrolling students.
- Recruit faculty and instructors when needed.
- Develop and design new programs.
- Contribute to growth of programs by identifying opportunities for additional partnerships

- Work closely with multiple stakeholders to achieve program goals, including program funders, internship site directors, John Jay administrators and faculty, CUNY colleagues, expert trainers and other consultants.
- Develop data collection and reporting mechanisms for program initiatives.
- Contribute to the creation of agency-wide Salesforce database.
- Manage data collection, prepare reports and develop quality assurance and program improvement systems.
- Write funder reports and manage program budget; participate in funder calls and meetings.
- Supervise a staff in accordance with policies and culture.
- Conduct onboarding and team building in support of program goals.
- Represent the agency at relevant community meetings and conferences.
- Serve on leadership team.

## Qualifications

---

- Bachelor's degree in related field required or a minimum of 10 years of experience in creating, implementing and measuring effectiveness of programs preferred.
- A track record of skillful program planning, implementation, management and adult education.
- Excellent organizational skills and a demonstrated ability to multi-task in a fast-paced environment.
- Experience supervising staff and supporting the growth of a team.
- Experience working with and supporting the goals of people with lived experience in the criminal legal system.
- Experience supporting students in a higher education environment a plus.
- A demonstrated ability to build and maintain strong working relationships with diverse stakeholders.
- Excellent facilitation skills.
- Strong writing abilities.
- Familiarity with trauma-informed practice and evidence-based practices such as Motivational Interviewing.
- Proven and successful experience leading training and development activities and programs.
- Proven ability to produce continuous results from training programs.
- Working knowledge of adult learning principles and instructional design.
- Flexibility to work evenings and weekends, attend events, or meetings.

Please include resume with cover letter describing your interest and qualifications.

---

### About the Prisoner Reentry Institute

The Prisoner Reentry Institute (PRI) is one of twelve institutes that collectively comprise the Research Consortium of the City University of New York (CUNY). PRI is a center of research and action at the John Jay College of Criminal Justice. PRI is committed to providing opportunities for people to live successfully in the community after involvement with the justice system. 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 and career pathways for people with conviction histories. PRI's comprehensive and strategic approach includes direct service, research, technical assistance, and policy advocacy.

To learn more about our work, please visit [www.johnjaypri.org](http://www.johnjaypri.org).

*The Research Foundation of the City University of New York is an equal opportunity, affirmative action, Americans with Disabilities Act, E-Verify Employer.*