
Job Title	Director of Career Pathways
PVN ID	JJ-2008-003682
Category	Instruction and Social Service
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Institute for Justice and Opportunity
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jul 19, 2021 (Or Until Filled)

General Description

As a champion of institutional, structural, and personal transformation, the John Jay College Institute for Justice and Opportunity opens doors and eliminates barriers to success for people who have been involved in the criminal legal system. The Institute is one of twelve research entities that collectively comprise the Research Consortium of the John Jay College of Criminal Justice. The Institute 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. Recognizing the transformational power of education, the Institute focuses much of its work on increasing access to higher education for people with criminal histories. The Institute's comprehensive and strategic approach includes direct service, research, technical assistance, and policy advocacy. To learn more please visit our website: <https://justiceandopportunity.org/>

The John Jay College Institute for Justice and Opportunity is seeking a dynamic and creative Director for the Career Pathways Program. The Career Pathways is an all-encompassing program comprised of three distinct, yet related, programs. Together these programs are designed to support students in developing 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.

The Director of Career Pathways will oversee the Fellowships Program, the Professional Certifications Programs, and the Employment programs by developing program protocols, guidelines, systems and efficiencies to ensure program excellence for the participants served by these programs. The role will be key in implementing interactive workshops on a virtual platform that are meant to build community and deliver transformative outcomes for students.

Candidates must be capable of supporting and leading a team, and must be organized and systems-oriented, while also demonstrating a deep dedication to the growth, transformation, and success of our students. This role requires intense focus, attention to detail, and the ability to manage competing priorities in a fast-paced environment. In addition to possessing 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.

For more details see below:

1) The **Fellowships Initiative** for matriculated students at the John Jay College of Criminal Justice:

Fellowships Initiative

Our *Pinkerton*, *Tow* and *David Rockefeller* Fellowships place 20+ talented John Jay College of Criminal Justice 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 our programs are ready to join the workforce as the next generation of social justice professionals.

2) A suite of **Professional Certification Training Programs** for non-matriculated individuals with lived experience in the criminal legal system:

Professional Certification Training Programs

Career Pathways has developed three certification programs, each of which is offered two times a year. The Career Pathways Director will supervise the delivery of these trainings to ensure quality of program content and excellence in our program delivery. Our suite of trainings includes:

- Our *Navigator Professional Certification* This program targets individuals with lived experience in the criminal legal system, and serves approximately 30 students each semester through a college-level semester-long certificate course aimed to increase students' employability and foundational job skills.
- Our *Tech 101 Certification* class is offered twice a year, serving approximately 20 students per semester. This course targets formerly incarcerated individuals and teaches basic technology literacy to help students develop the skills and the confidence they need to compete in today's job market.
- Our *Supervisor Training Certification* class is offered twice a year. This training serves to deepen the supervisory practices that support job performance and growth for employees impacted by the criminal justice system. Supervisors will strengthen their own capacity to convey workplace expectations and performance feedback, along with enhancing the employees' capacity for initiative and leadership.

3) A soon-to-be-developed **Employment program**;

Employment Program

Though not yet developed, this small program will provide employment supports to students across the organization through the development of an 8-module work-readiness course and related wrap-around employment supports to prepare participants for jobs and careers in the human service sector. The Director will work closely with leadership to conceptualize this new program, support grant-writing efforts, and hire/manage staff to oversee the development of its start-up in the coming year.

Other Duties

Key Responsibilities include:

The *Director of Career Pathways* will:

1. Oversee all aspects of the organization's Fellowships, and Professional Certification Programs
2. Directly supervise a staff of 3 and oversee/support a team of 6 in accordance with the Institute's policies and culture. Conduct onboarding and team building in support of staff and program goal
3. Work with leadership to conceptualize and develop a new employment program
4. Design and facilitate trainings, enrichment opportunities and large-scale events and colloquia for students
5. Develop a robust student outreach and recruitment plan and support staff in recruiting and enrolling students
6. Recruit faculty and instructors when needed
7. Develop strong supports and retention services for students
8. 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.
9. Work with staff to develop and design programs that are transformative for students and engage students in programs
10. 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.
11. Write funder reports and manage program budget; participate in funder calls and meetings
12. Represent the Institute at relevant community meetings and conferences
13. Serve on the Institute's leadership team
14. Contribute to the growth of programs by identifying opportunities for additional partnerships

Qualifications

Qualifications

- Minimum 5+ years experience in criminal justice or human services field
- A track record of skillful program planning, implementation, and management
- A proven ability to design experiential trainings/workshops with transformative outcomes.
- 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
- A demonstrated ability to build and maintain strong working relationships with diverse stakeholders
- Excellent training or facilitation skills
- Bachelor's degree/Social Work degree or equivalent experience
- Strong written and oral communication skills; comfort speaking in public forums
- Able to work occasional evenings and weekend hours
- Proficient in the Microsoft Suite of programs, including Word, Excel, PowerPoint.
- Some experience with data management a plus
- Some experience in workforce development a plus
- Experience supporting students in a higher ed environment a plus

Individuals with relevant life experience are encouraged to apply. Please include resume with cover letter describing your interest and qualifications.