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Job Title	Coordinator of Programs
PVN ID	JJ-2112-004432
Category	Administrative Services
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	Feb 08, 2022 (Or Until Filled)

## General Description

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The John Jay College Institute for Justice and Opportunity's seeks, organized, and hard-working **Coordinator of Programs** to offer critical administrative support to the newly appointed Deputy Director of Programs. The Executive Assistant must thrive in a fast-paced environment that is driven by mission, results, and commitment to community stakeholders.

### ABOUT THE INSTITUTE:

As a champion of institutional, structural, and personal transformation, the John Jay College Institute for Justice and Opportunity (The Institute) 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/>

## Other Duties

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The **Coordinator of Programs** provides attentive, intelligent, intuitive, and proactive support, and will be required to meet deadlines and operate with a keen sense of balancing shifting priorities. They support a variety of day-to-day operations, including scheduling meetings, and taking notes, assisting with programmatic needs, tracking metrics, and handling office management including budget reconciliation and reporting. The work involves extensive communication and coordination among many departments and requires the flexibility to undertake projects and the skill to communicate effectively with project stakeholders, management, and

other relevant parties.

#### Responsibilities Include:

- Manage the calendars for the Deputy Director of Programs
- Oversee scheduling of internal team meetings and those with external parties
- Support with agenda preparation, presentations, and other materials for key meetings, and take notes during
- Compile and share quarterly reports tracking progress of metrics related to our Social Action framework with staff, trustees, and community advisors
- Coordinate and communicate frequently to Directors, and all other departments as necessary
- Reply to routine telephone, email, and mail correspondence
- Liaise with government officials to advance community initiatives, and represent at the meetings and other external community events
- Greet & welcome community stakeholders, government officials, and trustees
- Plan and share logistics for community programs and guest visits, including round tables, information sessions, staff trainings, and workshops
- Liaise with facility operations, including custodial, catering, and security services
- Oversee departmental budget reconciliation and reporting, processing monthly expense reports and invoices, and approving purchase requests
- Submit work orders for office-related operations, and order and organize office supplies
- Organize and maintain physical and digital files on the hard-drive and Google Drive
- Help oversee department interns
- Complete daily administrative tasks and additional responsibilities as assigned

## Qualifications

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- Bachelor's degree in education, administration, graphic design, social justice or related fields preferred
- At least three to five years of work experience in an executive office environment, ideally in the nonprofit environment
- Interest in the administration and initiatives in service of community development and social justice
- Impeccable attention to detail and ability to follow procedures accurately
- Strong written and oral communication skills
- Experience formatting and designing compelling presentations/slides deck
- Skill in working collaboratively with diverse stakeholders
- High degree of professionalism and reliability, a willingness to learn, and a demonstrated history of taking initiative
- Demonstrated ability with maintaining confidentiality.
- Ability to balance multiple tasks and projects and assist the supported positions in maintaining their priorities, as well as diplomatic acumen
- Excellent computer skills, especially Microsoft Office (Outlook, Word, Excel, TEAMS and PowerPoint), Google Suite, Zoom and CRM databases
- Aptitude for maintaining and creating systems, as well as strong data organization and analytical abilities
- Excellent note-taking skills; experience with taking minutes a plus

- Ability to work independently, seek out needed information in order to complete assignments, and prioritize tasks at hand
- Proactive, professional demeanor.

**Please submit resume, cover letter and salary expectations.**

*At the Institute, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. The Institute believes that diversity and inclusion among our teammates is critical to our success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.*