
Job Title	Manager of Fellowships Program
PVN ID	JJ-2201-004512
Category	Managerial and Professional
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	Mar 19, 2022 (Or Until Filled)

General Description

The Institute for Justice and Opportunity at John Jay College of Criminal Justice is seeking a full-time **Program Manager** to provide programmatic support to its fellowship initiatives. The **Program Manager**, under the supervision of the Director of Fellowships, will assist with managing the Pinkerton and Tow fellowships, developing and overseeing alumni services, mentoring fellows and serving as a contact for the host sites. The ideal candidate will have strong written and oral communication skills, proven ability to develop and maintain productive business relationships and a proven ability to manage multiple commitments combining attention to detail with productivity.

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

The **Program Manager** reports to the Director of Career Pathways and is responsible for the following:

- Manage and participate in the recruitment and outreach efforts for fellows and host sites for all fellowship

initiatives, particularly by presenting in classes, connecting with student groups, and otherwise raising awareness of and building interest in the fellowships.

- Oversee the fellowship application process—manage the review of applications
- Develop relationships with all fellows and all host site supervisors; provide guidance and direction to help fellows excel at their placement sites.
- Provide assistance with the fellowship courses and other enrichment activities.
- Participate in site visits and supervisor evaluations for all fellowships.
- Foster an alumni community and organize alumni events.
- Develop content for a newsletter that contains relevant information for fellows and alumni, such as internship and job opportunities, sponsored events, and current affairs in youth justice, public advocacy and other related topics
- Coordinate with consultants and guest speakers to organize workshops for fellows and alumni.
- Serve as a resource for both fellows and alumni.
- Support alumni in pursuing their post-fellowship goals, particularly in editing resumes and other application materials, doing mock interviews, organizing professional development workshops on topics of interest to alumni, and connecting alumni with career counselors.
- Develop workshops for fellows and host sites
- Create and distribute evaluations for host supervisors to complete to assess their fellows.
- Meet with fellows to discuss their experiences in the fellowship and provide necessary support.
- Play an active role in fellowship-related projects.
- Lead initiatives to increase fellowship visibility for potential fellows and host sites, as well as across the juvenile justice community.

Qualifications

We are seeking candidates who excel in management, are highly organized, and who balance self-directive and collaborative instincts. Candidates should have:

- A Bachelor's degree and 3+ years of related professional experience;
- A track record of skillful program development, implementation, and management;
- 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 a demonstrated commitment to building and maintaining strong working relationships among diverse stakeholders;
- Experience working with students in higher education setting;
- Demonstrated commitment to social justice
- Knowledge of criminal justice issues a plus;
- Strong communications skills including superior writing ability;
- Excellent computer skills (MS Excel, MS Word, MS PowerPoint); and
- Familiarity with various social media platforms
- Experience with Salesforce a plus.

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.