
Job Title	Program Coordinator
PVN ID	JJ-2202-004575
Category	Managerial and Professional
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Institute for Justice and Opportunity
Status	Full Time
Annual Salary	\$50,000.00 - \$52,000.00
Hour(s) a Week	35
Closing Date	Jul 12, 2022 (Or Until Filled)

General Description

The John Jay College Institute for Justice and Opportunity (the Institute) is seeking a full-time **Program Coordinator** to administer the daily administrative operations of the Prison-to-College Pipeline (P2CP), a college-in-prison program at Otisville State Correctional Facility. The Program Coordinator is supervised by the Director of P2CP and works in collaboration with the P2CP Academic Director, faculty and alumni, the CSS Staff Attorney, the Intake & Support Services team, the Finance & Operations team, the Data Management team, program funders, CUNY and John Jay College partners, and New York Consortium of Higher Education in Prison (NYCHEP) colleagues.

ABOUT THE INSTITUTE:

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 as a champion of institutional, structural, and personal transformation. 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

Major responsibilities of the P2CP Program Coordinator include administering the day-to-day operations of P2CP, including:

- Communicating regularly with key stakeholders, including DOCCS, CUNY faculty and staff, incarcerated students, and community-based alumni
- Leading the P2CP team in regularly reviewing relevant program data to assess trends and improve outcomes, discuss student needs for program development, implementation, and improvement
- Coordinating the recruitment of incarcerated applicants and the admissions process, including scheduling and co-facilitating information sessions, applicant interviews, the processing of applications and required documents, and contributing to admissions decisions
- Coordinating the financial aid application process for incarcerated students, including scheduling FAFSA information sessions and collecting, reviewing, and processing students' financial information, supporting documents
- Collaborating with the P2CP Academic Director, DOCCS, and other colleagues to create an academic calendar for the year that includes credit and non-credit bearing courses, workshops, and support services throughout the year
 - Identify guest speakers from CUNY and the community to facilitate workshops
 - Coordinate the clearance application process for faculty, staff, and guest speakers
 - Work with other departments at the Institute to facilitate presentations and workshops
 - Schedule academic advising, academic reentry planning, FAFSA completion, and materials distribution sessions
- Coordinating the clearance process to ensure reading materials and school supplies are approved and distributed to students prior to each semester
- Coordinating academic support services for incarcerated students, including:
 - Teaching P2CP's college acculturation course, *Strategies for Success*
 - Providing ongoing academic counseling to students
 - Facilitating course completion for students transferred to other DOCCS facilities
- Managing P2CP's electronic communication with incarcerated students via the JPay secure messaging system, including:
 - Coordinating the purchase of electronic stamps with the Institute's finance team
 - Managing correspondence between incarcerated students, P2CP administrators, and the Intake and Support Services team
 - Ensuring that communication between staff and students is properly tracked in P2CP's data management system
- Liaising with the Finance and Operations team to keep track of P2CP's budget for in-house monthly purchases such as travel costs and student, staff, and faculty supplies.
- Assisting the Director of P2CP with creating annual program budgets and maintaining an effective work plan
- Collaboratively updating and maintaining data management systems and paper files to accurately reflect student enrollment, degree progress, time to release, and academic counseling services:
 - Liaising with Data Management team to build out Salesforce
 - Coordinating and troubleshooting the use of videoconference technology to ensure continuity of programming when classes and services are offered remotely.
 - Collaborating to prepare materials for funders and college partners, including:
 - Drafting reports
 - Collaboratively planning for site visits with funders
 - Coordinating the annual convening with college partners
- Coordinating activities for alumni networking events
- Participate in the New York State Consortium on Higher Education in Prisons (NYCHEP) general meetings

- Participate in agency-wide committees as requested.
- Traveling regularly to Otisville Correctional Facility

Qualifications

- Bachelor's degree in public administration, criminal justice, social work, or related field is preferred
- A minimum of two years' experience is required; equivalent combinations of education and experience will be considered
- Excellent communication and interpersonal skills
- Strong organizational skills and ability to manage multifaceted, complex administrative processes
- An appreciation for the importance of partnerships and demonstrated experience successfully managing relationships with a diverse array of stakeholders
- Demonstrated ability to work both, collaboratively, as a member of a highly-integrated team and, independently, to manage priorities
- Ability to effectively manage competing priorities within a fast-paced environment without sacrificing attention to detail
- A commitment to contributing to opportunity and equity for incarcerated and formerly incarcerated people
- Knowledge of the criminal justice system and higher education administration preferred
- Commitment to delivering trauma-informed services
- Committed to working in an anti-racist and social justice-centered environment
- Proficient in Microsoft Office Suite: Word, Excel, Outlook, and PowerPoint
- Experience with Salesforce is desirable
- A valid driver's license is required
- The ability to be cleared as a DOCCS volunteer
- Proof of full COVID-19 vaccination required for both CUNY and DOCCS

Please send cover letter and resume.

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.