
Job Title	Program Associate
PVN ID	JJ-2204-004726
Category	Clerical/Office Services
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Institute for Justice and Opportunity
Status	Full Time
Hourly Rate	\$21.89-\$21.89
Hour(s) a Week	35
Closing Date	Jun 18, 2022 (Or Until Filled)

General Description

The John Jay Institute for Justice and Opportunity seeks a full-time **Career Pathways Program Associate** to provide administrative and programmatic support for Career Pathways programs and services. The Career Pathways programs are currently composed of Navigator Certification, Digital Literacy, Workforce Services, Supervisory training and Fellowship Initiatives. Services and programs under the Career Pathways department currently serves students and alumni.

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, and technical assistance. To learn more please visit our website: <https://justiceandopportunity.org/>

Other Duties

The Program Associate would provide administrative, logistical and data gathering support to the Director of Career Pathways. Below find a list of key responsibilities.

- Assist with preparing PowerPoint presentations and marketing material
- Assist with creating databases and systems to capture student and alumni data

- Work with team members to regularly review relevant alumni data to assess trends and improve outcomes
- Contribute to the maintenance of data input in Salesforce
- Ensure all Alumni information is update and relevant
- Participate in development and execution of alumni event
- Work with Director and team members to organize networking events, career days and professional development workshops for the department or Institute
- As needed assist team members with administrative task
- Increase Fellowship and alumni visibility through social media platforms
- Serve as alumni contact person for questions or inquiries
- Create alumni surveys and distribute
- Saturday distribution of metro cards and sign in sheet to students and alumni
- Honorarium and payment packets to students and alumni
- Additional duties as required

Qualifications

- Excellent organizational and administrative skills—experience in academic or non-profit setting a plus.
- Proficient Word, Excel, PowerPoint, and Outlook.
- Experience with databases, ie Salesforces a plus.
- Data entry Salesforce experience desired
- Self-starter with ability to see big picture while managing a lot of detail-oriented tasks
- Excellent customer service skills for interface with students, faculty, consultants, facilities staff, and other program partners
- Commitment to delivering trauma-informed services
- Commitment to anti-racism work and social justice.

Please submit resume and cover letter.

The Institute is 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.