
Job Title	Director of College and Career Pathways
PVN ID	JJ-2302-005413
Category	Managerial and Professional
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Institute for Justice and Opportunity
Status	Full Time
Annual Salary	\$70,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	May 24, 2023 (Or Until Filled)

General Description

The **Director of College and Career Pathways** is responsible for the development and assessment of education and workforce services offered to individuals interested in the Institute's college and career programming. They will create a vision, in collaboration with others, of services the Institute can provide to help support our constituents meet the challenges of economic mobility within NYC.

The Director of College and Career Pathways will develop and implement new and emerging initiatives and program ideas to ensure an effective and efficient service delivery model. This position will oversee the Navigator Course, College Initiative, Fellowships and Alumni and Mentoring programming and other newly created programs i.e., Career Counseling. The Director of College and Career Pathways will work collaboratively with staff to implement measures, data collection procedures, and goals to support performance management, reporting, and program enhancement. The Director will supervise staff and manage relevant consultants.

This position may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel and the acquisition and application of new technology skills.

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

Other Duties

We seek an experienced professional with a commitment to social justice who will support the Institute's mission of increasing access to education and job readiness skills for people with lived experience with the criminal legal system. The ideal candidate is skilled with program development and implementation.

Reporting to the Deputy Director of Programs and in close collaboration with program directors, the Director of College and Career Pathways will design and manage all aspects of the organization's education and workforce activities, including employment services, as appropriate:

- Oversee multi-faceted programs that consist of education, job-readiness, employment, workforce development, alumni and mentoring strategies.
- Represent the Institute at resource fairs, community meetings, conferences and more.
- Ensure that students are receiving effective Institute services and that their needs are being identified and addressed in a timely manner
- Ensure a "warm reception" from other teams/services
- Lead and support program staff in developing and executing new program systems, protocols, and practices.
- Provide regular supervision and conduct staff evaluations.
- Establish short and long term goals for service provision and monitor staff progress at meeting the goals
- Manage data collection and reporting mechanisms on program activities.
- Manage data collection, prepare reports, and develop quality assurance and program improvement systems based on data analysis.
- Participate in funder meetings and prepare monthly and quarterly funding reports on progress of contracted services.
- Oversee the management and development of budgeting and coordinate with staff to reconcile expenditures.
- Participate in management team meetings and Institute-wide committees, as needed.

Program Administrative Responsibilities:

- Research, write and submit all required programmatic reporting documents.
- Oversee program audits and ensure required administrative and program documents are maintained.
- Manage program budgets with departmental managers to ensure actual and planned expenditures match.
- Assist in identifying and acquiring new and recurring funding streams aligned with department and agency strategy by proposal writing, particularly in response to RFPs and foundations.
- Manage relations with public and private institutional funders.
- Other program management tasks as required.

Qualifications

The ideal candidate will have some combination of non-profit, workforce and education experience in progressively responsible positions. Knowledge of higher education issues and passion for criminal justice reform are highly desirable.

- A Master's degree and at least three years of experience in the supervision of counseling, college readiness programming or reentry services, or the equivalent.
- Recently held a position in a management or leadership position.
- Experience providing direct services to individuals who have had contact with the criminal legal system strongly preferred.
- Demonstrated success in program development and evaluation, including data-driven decision making.
- Knowledge of the workforce landscape in NYC, especially reentry
- Demonstrated ability to respond calmly and thoughtfully to emergencies and to develop solutions in partnership with staff, students, and relevant stakeholders
- Ability to work independently and collaboratively to carry out complex assignments in a timely manner and to adapt to changing situations and priorities
- Proven experience meeting contractual obligations, including performance-based contracts.
- Experience with Salesforce desirable
- Computer skills utilizing Microsoft Office applications including Excel and comparable web-based systems.
- Strong verbal and writing skills in English.
- Commitment to anti-racism work and social justice.
- Commitment to delivering trauma-informed services.
- Flexibility and sense of humor

PLEASE SUBMIT RESUME AND COVER LETTER

All applicants must comply with CUNY's vaccination policy. Individuals selected for employment cannot begin working until they provide verification that they are fully vaccinated against COVID-19 (with an FDA-authorized vaccine) must submit ad hoc PCR test results.

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.