

Job Title	Program Coordinator, Restorative Justice Initiative (P/T)
PVN ID	MH-2309-005827
Category	Instruction and Social Service
Location	MACAULAY HONORS COLLEGE
Department	Student Success and Equity
Status	Part Time
Hourly Rate	\$25.00-\$25.00
Hour(s) a Week	15.00
Closing Date	Dec 15, 2023 (Or Until Filled)

General Description

Since 1847, The City University of New York has provided a path to success for generations of New Yorkers. In this rich tradition, Macaulay Honors College was established in 2001 as a consorial college linked with eight CUNY partners—Baruch College, Brooklyn College, City College of New York, College of Staten Island, Hunter College, John Jay College of Criminal Justice, Lehman College, and Queens College—to integrate the vast resources of the City University with New York’s cultural, scientific, and business communities. As a top Honors college in the nation, Macaulay offers a first-rate experiential education to high achieving students—especially those who are first generation and low income—along with access to the immersive opportunities that help them achieve big, bold dreams. Under the leadership of its new Dean, Dr. Dara N. Byrne, Macaulay Honors College is on a distinct mission to reimagine equity, excellence, and access.

Macaulay Honors College is seeking a collaborative, highly motivated, compassionate individual to join our college as a part-time Restorative Justice Program Coordinator. The Program Coordinator will be responsible for coordinating and helping to implement our restorative justice program, which aims to promote conflict resolution, healing, and community building among our students, faculty, and staff. This role will work closely with our organizational partner, the New York Peace Institute, to facilitate restorative justice processes, provide support to participants, and collaborate with various stakeholders to create a safe and inclusive campus environment.

The ideal candidate holds a bachelor’s degree in psychology, social work, mental health counseling, or related discipline and has 2+ years of related experience; strong interpersonal and communication skills with the ability to work effectively with diverse populations; ability to maintain confidentiality and handle sensitive information with utmost discretion; empathy and compassion for individuals affected by conflict and harm; excellent organizational and time management skills, with ability to prioritize tasks and manage multiple projects; has some experience in group processes (e.g., group facilitation, community mediation, conflict resolution); strong problem-solving and critical thinking abilities; proficiency in technology and computer applications for data management, presentations, and communication; experience in training facilitation and public speaking is desirable.

Note: This is a part-time, grant-funded (3-year) position.

Reporting to the Executive Director of Student Services and Engagement at Macaulay Honors College, the Program Coordinator will:

- Serve as internal and external point person for restorative justice programming, coordinating day-to-day operations
- Participate in and deliver trainings, workshops, and presentations on restorative justice principles and practices among students, staff, and faculty
- Collaborate with college faculty, staff, and students to integrate restorative justice principles and practices into the campus community
- Actively promote restorative justice programming to raise awareness and increase participation in activities through different communication platforms such as email and social media
- Help draft program reports for college administration and external funder
- Provide guidance and support to the student Ambassadors (2 per year), Student Mediators (8 per year), and staff across the three-year integration of the Restorative Practice project.
- Occasional travel to the 8 CUNY campuses on which Macaulay has presence as necessary (John Jay College, City College, Lehman College, Queens College, Hunter College, College of Staten Island, Brooklyn College, Baruch College).

Other Duties

- Performs related duties as assigned

Qualifications

Bachelor's degree in health, social work, mental health counseling, or related field and 2+ years of related experience.