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<b>Job Title</b>	Program Associate
<b>PVN ID</b>	JJ-1610-001469
<b>Category</b>	Instruction and Social Service
<b>Location</b>	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
<b>Department</b>	Prisoner Reentry Institute
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$42,000.00 - \$55,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 25, 2017 (Or Until Filled)

## General Description

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The Prisoner Reentry Institute (PRI) at John Jay College of Criminal Justice is seeking a full-time Program Associate to provide programmatic support to its fellowship initiatives. The Program Associate, 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 Prisoner Reentry Institute

The mission of the Prisoner Reentry Institute is to spur innovation and improve practice in the field of reentry by advancing knowledge; translating research into effective policy and service delivery; and fostering effective partnerships between criminal justice and non-criminal justice disciplines. Building on faculty expertise and student interest at John Jay College, the Institute's work focuses on professionalizing the field of reentry by providing practitioners and policymakers with practical tools and new ideas to advance their work. The Institute does not provide direct services to formerly incarcerated people except through the demonstration projects that it sponsors. The Institute actively seeks financial support for its work from government and foundation sources. It is one of 12 centers and institutes that constitute the Research Consortium at John Jay College.

## Other Duties

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The Program Associate reports to the Director of PRI's Fellowships 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 and coordinate the

interview and selection processes.

- 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.
- Assist with site visits and supervisor evaluations for all fellowships.
- Foster an alumni community and organize alumni events.
- Update and maintain a Salesforce database of contact info and other information on fellows and alumni.
- Develop and maintain social networking groups for current and past fellows (e.g., LinkedIn, Twitter).
- Develop 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.
- 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

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

- An undergraduate degree and 3+ years of related professional experience;
- A track record of skillful program implementation and management;
- A demonstrated commitment to building and maintaining strong working relationships among diverse stakeholders;
- Experience working with students;
- 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