Job Title	PRI Program Associate
PVN ID	JJ-1710-002152
Category	Clerical/Office Services
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Feb 05, 2018 (Or Until Filled)

General Description

The Prisoner Reentry Institute (PRI) at John Jay College of Criminal Justice is seeking a full-time Program Associate committed to out-of-the-box thinking and creative solutions within PRI's Collaborative Learning team. The Associate will have a variety of data analysis, contract administration, program start-up support, and communications responsibilities for two programs:

- The NYC Justice Corps, a multi-site initiative connecting young adults involved with the criminal justice system to leadership, educational and employment opportunity, and fostering community development in neighborhoods with high rates of poverty and crime.
- The Peer Navigator Certificate Program, a pilot training program for individuals who draw on their own experiences to guide others on the path from the justice system to thriving lives in the community.

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 provides direct services to formerly incarcerated people through the Prison-to-College Pipeline and College Initiative. 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

Program Associate responsibilities include contract monitoring and administrative duties as well as research

and communications:

- Track performance indicators and prepare performance presentations and data reports for funders and other stakeholders.
- Develop demographic and other participant profiles.
- Maintain program data, such as Community Benefit Project log, listing of peer navigator employers, and other data drawn from internal and external sources.
- Conduct program file and invoice reviews.
- Develop written materials such as summaries of program practices, informational materials, proposals, and other documents as needed.
- Maintain NYC Justice Corps website and provide content.
- Monitor key developments and keep PRI staff and program partners informed about research related to reentry, recidivism reduction, credible messengers/peer mentoring, and workforce development for individuals who have been involved in the justice system.
- Support staff from multiple John Jay departments, faculty, and consultants in the development of the peer navigator program, including curriculum development, pilot program admissions, and operations.
- Provide administrative and logistical support for meetings and serve as meeting secretary by taking notes and distributing to attendees
- Represent PRI at public events and professional networks.

Qualifications

The ideal candidate will have strong project management and organizational skills, combining attention to detail with productivity. We are seeking candidates who have good interpersonal skills and are able to balance self-directive and collaborative instincts. Candidates should have:

- An undergraduate degree and relevant prior work experience
- Ability to manage multiple deadlines and navigate shifting priorities
- Excellent analytic skills and computer skills including but not limited to Microsoft Excel, Office, PowerPoint, and internet research, as well as prior database experience
- Excellent written and verbal communications skills and ability to effectively communicate with diverse constituent groups
- Facility at developing and managing relationships and ensuring accountability among colleagues and partners

Salary range

Salary commensurate with experience; $40,000-45,000.

The Research Foundation of the City University of New York is an equal opportunity/affirmative action/Americans with Disabilities Act E-Verify Employer.