

Job Title	Outreach Coordinator
PVN ID	JJ-1712-002249
Category	Instruction and Social Service
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	John Jay College Prisoner Reentry Instit
Status	Full Time
Annual Salary	\$40,000.00 - \$47,000.00
Hour(s) a Week	35
Closing Date	May 22, 2018 (Or Until Filled)

General Description

The Prisoner Reentry Institute (PRI) at John Jay College of Criminal Justice is seeking a full-time New York State Outreach Coordinator to provide college information and support to people incarcerated in New York State prisons. At PRI, we operate a higher education continuum designed to create educational pathways for incarcerated and formerly incarcerated people. In New York State prisons, this includes college information sessions, developmental education and college readiness coursework, credited college classes, and support for accessing higher education when people return home. Through the NYS outreach program, we will expand our ability to connect with incarcerated students in college programs across the state and support in the transition from college-in-prison to college on campus.

The Outreach Coordinator will be responsible for conducting college information sessions in prisons across New York State, building relationships with college-in-prison providers and their incarcerated students, and supporting the transition to college on campus for returning students. Significant travel will be required.

About the Prisoner Reentry Institute

The mission of the Prisoner Reentry Institute is to ease reentry and guide justice-involved people – and the practitioners dedicated to helping them – as they successfully reintegrate into their communities as thriving members of society. 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 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. PRI's contracts are administered and all staff are hired through the Research Foundation of CUNY.

Other Duties

The Outreach Coordinator will be supervised by the Project Director and will be responsible for:

- Implementing a college outreach strategy across New York State prisons.
- Organizing and facilitating college information sessions in prisons across New York State.
- Liaising with the network of in-prison college providers to provide support to their students in transitioning to college on campus post-release.
- Supporting the incarcerated students in PRI's college-in-prison program through parole preparation, transition planning and biweekly freshman seminars.
- Collaborating with community-based PRI staff to support students in applying for and attending college post-release.
- Working with Department of Corrections and Community Supervision to clear materials and coordinate visits.
- Preparing materials for in-prison sessions.
- Tracking and maintaining data on participation and outcomes.
- Other duties as assigned.

Qualifications

The ideal candidate will have strong organizational and interpersonal skills with the ability to manage multiple stakeholders, build partnerships, and engage with students. Candidates must be comfortable working both independently and collaboratively. In addition, candidates should have:

- An undergraduate degree and at least two years of work experience in social services, education, or related field.
- Proven experience in facilitation and comfort engaging large groups as well as working with individuals in smaller settings.
- Integrity and a deep commitment to educational access for all people
- Ability to exercise patience and flexibility in a highly changeable environment.
- Experience providing services in prisons, jails, or reentry settings preferred.
- Experience in educational or college access settings preferred. Enthusiasm for working with students a must.
- Proficiency with Microsoft Excel and Microsoft word
- 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
- Co-facilitating college information sessions with other EI program staff.
- A valid NYS driver's license.
- Individuals with prior criminal justice involvement are encouraged to apply, but must be able to gain clearance in NYS DOCCS prisons.