

<b>Job Title</b>	Program Coordinator
<b>PVN ID</b>	JJ-1810-002764
<b>Category</b>	Instruction and Social Service
<b>Location</b>	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
<b>Department</b>	John Jay College Prisoner Reentry Instit
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 19, 2018 (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 Coordinator to provide programmatic support to its fellowship initiatives. The Program Coordinator, 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 Prisoner Reentry Institute (PRI) is a center of research and action at the John Jay College of Criminal Justice. PRI 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. Capitalizing on its position within a large public university and recognizing the transformational power of education, PRI focuses much of its work on increasing access to higher education for people with criminal histories. PRI's comprehensive and strategic approach includes direct service, research, technical assistance, and policy advocacy.

## Other Duties

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### Job Responsibilities:

The Program Coordinator 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
- 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.
- Participate in site visits and supervisor evaluations for all fellowships.
- Foster an alumni community and organize alumni events.
- Develop content for 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.
- Develop workshops for fellows and host sites
- 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 development, implementation, and management;
- Ability to prioritize work accurately and independently
- Solution oriented with a keen ability to fully manage the problem solving process, including gathering and sorting information, identifying potential solutions, and presenting thoughtful and well-articulated solutions
- High level of diplomacy and professionalism as evidenced by a demonstrated commitment to building and maintaining strong working relationships among diverse stakeholders;
- Experience working with students in higher education setting;
- Demonstrated commitment to social justice
- 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

Compensation commensurate with experience.

### **How to apply**

Please include a resume and cover letter that explains the value of experiential learning and what motivates you to work within the CUNY environment.

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