
Job Title	Career Pathways Initiatives Training Associate
PVN ID	JJ-1808-002650
Category	Instruction and Social Service
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	John Jay College Prisoner Reentry Instit
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 15, 2018 (Or Until Filled)

General Description

PRI seeks a high-energy Training Associate for the launch of a new portfolio of training programs and workforce development services that will increase access to employment and career pathways for people who have been involved in the criminal justice system. Join the team as we design curricula in partnership with faculty and training experts, develop wraparound supports for students in our training programs, create new tools and resources for workforce development practitioners, and build capacity to measure and document program success.

About Career Pathways Initiatives

The Career Pathways unit will advance PRI's mission by increasing access to employment and career pathways for people who have been involved in the criminal justice system. CPI will have a special focus on the field of human services jobs and careers for people with lived experience in the justice system. CPI staff will contribute to PRI's policy, educational, and other activities. CPI will support PRI's efforts to bridge the worlds of workforce development, higher education, and criminal justice reform:

- bringing the best practices of workforce development to PRI and other practitioners working in criminal justice organizations, and incorporating evidence-based risk reduction strategies into workforce development
- teaching workforce development policymakers and practitioners about the particular concerns of justice-involved individuals seeking employment/advancement
- assisting institutions of higher education as they seek to provide career services for their students who have been involved in the justice system

About PRI

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.

About the Position

Reporting to the Director of Career Pathways Initiatives, the Training Associate will provide programmatic and administrative support for all facets of program design, start-up, and implementation. The ideal candidate is a long-term planner and creative problem-solver who enjoys building administrative systems that make programs run smoothly. The ideal candidate will bring a warm, customer service approach to help training participants reach their learning goals. The position will include evening and occasional weekend work. Candidates should submit a resume and cover letter expressing their interest in and qualifications for the position.

Other Duties

Key responsibilities include:

- Support outreach and recruitment efforts; create and disseminate informational materials about training programs.
- Enroll training participants, provide retention support including referrals to support services and troubleshoot attendance issues; create distribution systems for transportation support, meals, and materials for training participants.
- Support program design and training curriculum development and document training sessions.
- Provide in-class support and/or co-facilitation of orientation and training sessions as needed.
- Data, program documentation and reporting: Develop Excel spreadsheets and new Salesforce database; collect/enter data to support service delivery and reporting; analyze quantitative and qualitative data to strengthen services and prepare funder reports.
- Create attendance tracking systems and coordinate enrollment, attendance, and completion tracking with John Jay departments and faculty.
- Collaborate on the development of tools and resources that help people with criminal records overcome barriers to entering the workforce.
- Coordinate event and training logistics.
- Interface with consultants and vendors: prepare and administer consultant contracts, assemble contract supporting documents, review and process invoices, track vendor payments and honoraria.
- Maintain mobile computer lab, and coordinate supply and food orders.

Qualifications

- Excellent organizational and administrative skills—experience in academic or non-profit setting a plus
- Self-starter with ability to see big picture while managing a lot of detail-oriented tasks

- Excellent customer service skills for interface with students, faculty, consultants, facilities staff and other program partners.
- Outstanding database skills, Salesforce strongly preferred
- Strong oral and written communication skills and ability to produce polished work products
- Knowledge of reentry and support services in NYC
- Bachelor's degree and 2+ years relevant work experience, or equivalent
- Availability for evening and occasional weekend work
- Relevant life experience preferred