



College and Community Fellowship

Job Opening

College & Community Fellowship enables women with criminal convictions to earn their college degrees so that they, their families, and their communities can thrive. We advocate for equity and opportunity for the communities we serve. The Peer Mentoring Program (PMP) delivers a 12-week curriculum to women at Taconic, Bedford Hills and Rose M. Singers correctional facilities who are 180 pre lease. In addition, mentees are matched with mentors who will support them through the reentry process with a specific focus on achieving higher education goals. The PMP is designed to be a pipeline program to CCF's Academic Support and Career Advancement Programs.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position.

Job Title: Associate Director of Mentoring Services
Status: Full time
Location: 475 Riverside Drive, New York, NY
Start Date: July 1, 2019
Application: Email resume *and* cover letter to jobs@collegeandcommunity.org Please include job title, Associate Director of Mentoring Services, in the subject line.

Email resume *and* cover letter jobs@collegeandcommunity.org. Please include the job title, Associate Director of CAP, in the email subject line. No calls please.

General Function:

The Associate Director of Mentoring Services (ADMS) plans, implements, manages, and coordinates CCF's Mentoring Program under direct supervision of CCF's Director of Programs. The ADMS will work closely with other staff to ensure mentees' seamless transition from pre-release to our post-release services.

Characteristic Duties and Responsibilities:

1. Work with the Director of Programs (DOP) to design and implement a plan of operations for the Mentoring Program.
2. Develop materials for project services, including, but not limited to, program screening tool, 12-week curriculum, curriculum, and mentor training.
3. After gaining security clearance at correctional facilities, visit each facility regularly to recruit mentees and deliver curriculum
4. Work with communications staff and Recruitment, Intake and Support Coordinator to oversee recruitment for the program.
5. Provide support to the DOP on budgeting, evaluation and management for the project.



6. Provide guidance to project staff to coordinate project activities.
7. Supervise project activities in line with program goals and contractual obligations.
8. Recruit, train and supervise Peer Mentors.
9. Manage a caseload of mentee/mentor matches.
10. Maintain relationships with correctional facility staff and transitional services providers.
11. Prepare and submit project related reports to DOP.
12. Represent the project at relevant meetings and workshops in the field as requested.
13. Perform additional program support functions as requested; and
14. Participate in staff development to increase and maintain skill level.

Minimum Requirements:

A Bachelor's degree and five years' related experience in social work, counseling, or related field. Experience in planning, developing, implementing, and monitoring programs related to mentoring, re-entry services, or related services.

Preferred Qualifications: Master's degree in social work, counseling, or related field, experience in higher education career services.

Core Competencies:

1. ADMS will have a background working with the target or related populations, strong knowledge (or desire to gain) of the reentry field, fluency in NYC transitional services, expertise in career services, experience in curricula development and training,
2. Strong management, supervisory, and interpersonal skills.
3. Ability to learn pertinent federal, state, and local laws and regulations governing the area of specialization.
4. Self-motivated and willing to take initiative and address challenges creatively.
5. Ability to multitask and complete high pressure assignments correctly and on time.
6. Exemplary written and oral communication skills.
7. Strong computer skills, flexibility, excellent interpersonal skills, organizational skills, and the ability to work well with all levels of internal and external management and staff.
8. Requires willingness to work/travel some evenings and weekends (rare).
9. Requires willingness to be in correctional facilities frequently.
10. Should be able to represent the issues of CCF at the grassroots level.
11. Working knowledge of an information, learning, counseling or coaching specialty as evidenced by study, training, or certifications; and by prior instructional, counseling, or technical experience.
12. Ability to maintain confidentiality of student records, as appropriate.
13. Ability to convey simple to somewhat complex concepts and processes to client,
14. Ability to work under deadlines, with changing priorities.



15. Ability to respond calmly to emergencies and to fashion solutions to student, administrative, or technical problems; ability to seek assistance when needed.
16. Ability to establish community networks and deal effectively with community groups.
17. Ability to write clearly and produce/edit accurate, well-organized, and understandable reports.
18. Knowledge of major computer software, or software of equivalent complexity, used in the learning/counseling environment or in technical support of the project.
19. Ability to communicate effectively; ability to listen and respond to the concerns/ideas of others; and
20. Ability to work as part of a team, as well as work independently.

Reporting Relationships:

Direction Received: Reports to Director of Programs

Direction Given: Peer Mentors, Intern

Salary Range: Competitive with similar positions in the field and commensurate with experience

Benefits: Comprehensive benefit package

College & Community Fellowship is an equal opportunity employer.