



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 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: Recruitment, Intake, and Support Coordinator
Status: Full time, non-exempt
Location: 475 Riverside Drive, New York, NY
Work Hours: Monday-Friday, 9:00 AM-5:00 PM, occasional late evenings and weekends
Start Date: November 4, 2019
Reports to: Associate Director of Academic Support Program
Application: Email resume *and* cover letter to jobs@collegeandcommunity.org Please include "Recruitment, Intake, and Support Coordinator" in the subject line.

General Function:

The Recruitment/Intake/Support Coordinator (RISC) is a strongly motivated individual primarily responsible for the recruitment and intake of participants into CCF's Academic Support Program (ASP) and Career Advancement Program (CAP). Reporting to the Associate Director of the Academic Support Program, RISC also supports prospective students who are facing clearly identified barriers to college readiness in becoming college-ready by providing them guidance and counseling in the process.

Primary Duties and Responsibilities: Recruitment

- Responsible for meeting ASP program metrics, including but not limited to, recruitment and intake targets.
- Along with Associate Director of the Academic Support Program, devises a recruitment plan to increase recruitment efforts so that intake targets are met.
- Reaches out to organizations throughout the New York Metropolitan area, establishes a relationship with key contacts in those organizations, and conducts recruitment visits and College and Career Awareness presentations to locations in which there are potential CCF participants or their immediate support networks.
- Establishes working relationships with key educational and transitional staff in prisons and jails throughout New York State and conducts frequent in-person information and recruiting visits including, but not limited to, Riker's Island, Bedford Hills, Taconic, and Albion Correctional Facilities.



- Assures that CCF's program information is widely disseminated throughout prisons and jails in New York State.
- Schedules and conducts College Readiness Consultations and assigns new students to counseling staff accordingly.
- Ensures all student and recruitment data is updated with the highest quality and in a timely manner.
- Works with staff to process financial supports, eligibility reports, recidivism reports, and other data projects as assigned.
- Represents the organization at conferences and forums on issues of higher education in and after prison and prisoner reentry.
- Works with other counseling staff to ensure that CCF maintains a current and viable referral resource guide to assist CCF participants in accessing services not currently offered by CCF.
- Works with staff to plan, execute, and facilitate ongoing or special events.

Secondary Duties and Responsibilities: Counseling

- Provides academic, financial, and referral counseling to students in CCF's Community Sisters program, which supports clients who want to attend college but have a clearly identified barrier to do so.
- Responsible for incentivizing Community Sisters participation in organization-wide events to integrate them into the broader CCF Community.
- Participates in technical staff training and professional development opportunities

Minimum Requirements:

- Bachelor's Degree in Human Services or related field. Experience can be considered in place of a degree.
- A minimum of three years of experience in direct service to people with criminal justice involvement
- Strong commitment to CCF's mission

Core Competencies:

- Requires good communication skills.
- Proficiency in Microsoft Office and Salesforce or other CMS
- Strong cultural competency.
- Willingness to work/travel some evenings and weekends.
- Ability to be in the field frequently.
- Extensive knowledge of the criminal justice system and policies and familiarity with the major trends and strong contacts with leaders in prisoner reentry circles in New York State is highly preferred.



- Ability to represent the issues of CCF at the grassroots level.

CCF is an EEOC employer. Persons affected by the criminal justice system are encouraged to apply.