College and Community Fellowship

Employment Opportunity: Community Engagement Coordinator

College & Community Fellowship (CCF) 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.

For 20 years, CCF has worked at the intersection of racial equity, criminal legal reform, economic justice, and community building. We are one of the first organizations to focus on access to higher education for justice-involved women. CCF’s programs address individual, institutional, and systemic change through our three main program areas:

- College & Career;
- Policy & Advocacy;
- THRIVE Technical Assistance

At CCF, we believe that women with criminal legal involvement should have equal access to the opportunities that will help them realize their dreams. Our College & Career Programs provide the long-term support women with criminal justice involvement need to complete their college degrees and begin on a pathway to a meaningful career.

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

Job Title: Community Engagement Coordinator

Status: Full-time, Exempt

Location: Hybrid. Remote 3 days per week, in office 2 days per week: 475 Riverside Drive, Suite 1626, New York, NY 10115

Hours: Monday-Friday, 9:00 AM-5:00 PM, occasional late evenings and weekend

Supervisor: Associate Director, Academic Services

Supervises: No direct reports

Start Date: January 3, 2022

Application: Email resume and cover letter, including salary requirements, to jobs@collegeandcommunity.org (include job title in the subject line)

General Function:

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The Community Engagement Coordinator (CEC) 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 Academic Services, 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 and Intake:**
- Responsible for meeting ASP program metrics, including but not limited to, recruitment and intake targets.
- Alongside the Associate Director of Academic Services, 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, and Taconic 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—Participant Support:**
- Provides academic, financial, and referral counseling to students in CCF’s Academic Support Program as needed.
- Responsible for incentivizing students’ participation in organization-wide events to integrate them into the broader CCF Community.
- Participates in technical staff training and professional development opportunities.

**Minimum Requirements:**

1. The RISC will have a background working with marginalized populations; 3+ years of experience in direct service to people with criminal legal involvement; four-year degree in related field;
2. Interest in becoming very knowledgeable about CCF’s work and grow a knowledge base of federal, state and local policies and programs affecting reentry populations;
3. Self-motivated and willing to take initiative and address challenges creatively;
4. Ability to multitask and complete high pressure assignments correctly and on time;
5. 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;
6. Ability to maintain confidentiality and accuracy of student records, as appropriate;
7. Ability to work under deadlines, with changing priorities;
8. Ability to respond calmly to emergencies and to fashion solutions to student, administrative, or technical problems; ability to seek assistance when needed;
9. Ability to write clearly and produce/edit accurate, well-organized, and understandable reports;
10. Knowledge of major computer software, or software of equivalent complexity, used in the learning/counseling environment or in technical support of the project;
11. Ability to communicate effectively; ability to listen and respond to the concerns/ideas of others;
12. Ability to work as part of a team, as well as work independently;
13. Proficiency in Microsoft Office and Salesforce or other CMS;
14. Strong cultural competency;
15. Willingness to work/travel some evenings and weekends;
16. Ability to be in the field frequently;
17. Extensive knowledge of the criminal legal 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;
18. Justice-involved individuals are strongly encouraged to apply.

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

**Benefits:** Comprehensive benefits package

**NOTE:** CCF employees are subject to requirements imposed by funders. One such requirement is that, as of November 1, 2021, all staff, funded fully or in part by the City of New York, are required to be vaccinated against COVID-19 or request a reasonable accommodation, available in limited circumstances. For consistency across its workforce and promotion of a safe work environment, this and related requirements are applied universally among staff regardless of funding sources. As a condition of employment, all staff must either provide CCF with proof of full COVID-19 vaccination or request and receive an accommodation for exemption from vaccination, which is limited to medical or sincerely held religious belief. If such an accommodation is provided, the exempted employee must obtain weekly COVID-19 PCR tests.

*CCF encourages applications from individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, veteran status, and record of arrest or conviction. CCF is an equal opportunity employer.*