Position Title: Project Coordinator for the CT Institute for Youth & Police Relations
Search #20-22A
Part-Time Position

The part-time Project Coordinator position will require the following:

- Collaborate and work with project team, staff and students to fully implement the first cohort of applicants in 2020.
- Coordinate outreach to greater Hartford community to elicit applicants and candidates in accordance with project plan; assisting in identifying individuals and agencies that meet qualifications and candidate requirements.
- Coordinate and support application materials, candidate selection process, including design of application review template, communication with accepted candidates regarding scheduling and logistics.
- Coordinate individual session materials including duplication and printing, resources and handouts, as well as supporting materials and supplies, and scheduling of refreshments and lunch.
- Itemize and track expenses associated with overall program cost and individual session expenditures.
- Coordinate and communicate with guest presenters and speakers regarding scheduling, logistics, materials and supplies, and expenses; secure necessary media releases, take photographs, elicit testimonials and guest speaker/presenter bios and/or CVs.
- Collaborate with evaluators to develop evaluation tool and evaluate program, facilitators, presenters, speakers, and curriculum sessions for effectiveness and track attendance.
- Attend training sessions as scheduled as well as additional meetings with TYJI and CAP as necessary.

SKILLS

- Excellent oral and written communication skills including report writing
- Excellent organizational skills for planning and scheduling
- Self-awareness of personal and professional attributes and values that align with program goals and deliverables
- Conscientious regarding professional demeanor, interaction, and timely attendance
- Media literacy skills in use of electronic technology (PC, laptop, e-notebooks, wireless phones, cameras, video cameras, microphones, LCD projectors, etc.) and corresponding
software in MS programs including Word, Excel, PowerPoint, and Outlook; social media platforms and website navigation

- Demonstrates proficiency and subject matter expertise on topics of youth justice, juvenile justice, leadership, best practices in juvenile justice, and reform efforts locally and statewide
- Critical thinking with problem-solving practice and patience
- Takes initiative and willing to advance ideas and projects
- Autonomy and independence in working with limited direction to completion of tasks
- Approaches assignments, position, and program needs with enthusiasm and positive outlook

QUALIFICATIONS

- Bachelor Degree from accredited university preferred
- Knowledge of community, state agencies, organizations, non-profit providers of youth (justice) services, law enforcement, and youth organizations preferred.
- Familiarity and experience working within grant-funded program/project preferred
- Understanding of grant-based program/project deliverables, timelines, and reporting requirements
- Able to provide own transportation
- Willing to work a flexible, part time schedule as a temporary hire for grant period

HOW TO APPLY:

Please send a cover letter, resume, and list of 3-5 references and their contact information to: via email to hrdept@newhaven.edu. Please make sure to reference Search # 20-22A in the subject line.

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