



## We're Hiring: Continuing Education Coordinator

- **Location:** Ossining, NY
- **Position Status:** Full-Time
- **Start:** April 1, 2022

### About Hudson Link

Hudson Link ([hudsonlink.org](http://hudsonlink.org)) empowers currently and formerly incarcerated men and women to realize their academic and economic potential by managing degree-granting college programs and providing essential re-entry support. Established in 1998, Hudson Link has helped over a thousand incarcerated people make a positive impact on their own lives, their families, and communities, resulting in lower rates of recidivism, incarceration, and poverty. Hudson Link also provides released students with ongoing alumni services, as well as transitional housing through the New Beginnings program.

### Role Summary

Hudson Link is seeking a candidate for a full-time Continuing Education Coordinator to expand its transitional support services. The Continuing Education Coordinator will serve released Hudson Link students who are in the process of reentry after incarceration and who are interested in completing their degrees, pursuing a trade certificate, or otherwise furthering their education. The ideal candidate will be an energetic and professional individual who is capable, through education and lived experience, of providing a supportive, empowering, and positive environment for adults returning from incarceration. A priority for the Continuing Education Coordinator will be to engage with participants who wish to return to college or enroll in a trade certificate program. In furtherance of their individual goals, the Continuing Education Coordinator will support students in identifying both areas of strength and desired areas of support for their success in continuing education, and will help connect students with services such as tutoring, technology skill building, and more. Responsibilities may also include accompanying students to college campuses when necessary, and possible travel within New York State.

The Continuing Education Coordinator will be a member of the Hudson Link staff but will serve members of two populations: released Hudson Link students, and residents of [Hour Children](#). The selected candidate will need to manage a flexible schedule that responds to student availability and that may include evenings and up to two weekend days per month. The coordinator will meet with students both virtually and in person, and will split time between Hudson Link's office in Ossining, NY, and an office at Hour Children in Queens, NY. Proof of full vaccination against COVID-19 is a requirement for this position.

## What You Will Do

### Assessment and Enrollment (40%)

- Conduct outreach to released Hudson Link students to identify those interested in completing their college degree, earning a trade certificate, or pursuing a graduate degree.
- Assess interested students' personal readiness to succeed in a collegiate setting.
- Collaborate with and engage students in setting academic goals and objectives.
- Coordinate a college readiness course that prepares students to succeed in college.
- Support students in researching, selecting, touring, and applying for colleges, or enrolling in trade certificate programs.
- Support students in applying for financial aid and understanding their award.
- Conduct regular follow-up assessments to ensure students are working towards their goals, learn about any changes in their circumstances, and determine needs (e.g. educational, financial, childcare, etc).
- Document students' progress in Salesforce to maintain a record of case activity to ensure continuity of care with other student services provided.
- Work with Alumni Services Manager to monitor program budget and determine fair and equitable distribution of resources among incoming students.

### Academic Support (40%)

- Meet with enrolled students both on a regularly scheduled basis and as needed to determine ongoing needs for support.
- Recruit, onboard, and organize volunteer tutors to facilitate one-on-one or small group tutoring sessions.
- Navigate students to campus-based and or trade school resources for support as needed.
- Manage and track disbursement of tuition as well as purchase and distribution of MetroCards and textbooks.

### Resource and Network Building (20%)

- Act as a liaison between Hour Children and Hudson Link.
- Develop and maintain relationships with college staff.
- Develop and maintain relationships with volunteers interested in tutoring students.
- Develop organizational ties to other resources that may be needed by students enrolled in college programming.
- Represent Hudson Link to external parties including but not limited to other members of the Higher Education in Prison community, current and potential funders, DOCCS staff, partner organizations and colleges, etc., as needed.
- Attend alumni gatherings, travel to special events, and attend conferences as required.

## Who You Are

- At least a Bachelor's degree in human services, social work, psychology, sociology, human development, education, counseling, or other related social science/service field required.
- 2-5 years of experience in postsecondary student counseling and/or experience navigating students through the college admissions process, including FAFSA completion, required. Candidates with experience in vocational counseling and trade education will also be considered.
- Experience navigating Blackboard or other LMS platforms preferred.
- Experience working with formerly incarcerated/legal system-impacted adults preferred.
- Experience with tracking student progress using Salesforce or another similar CRM preferred.
- Familiarity with evidence-based processes and practice, trauma-informed care, and services for women and nonbinary people a plus.
- Strong communicator, compassionate relationship-builder, and critical thinker who displays strong judgment, time management skills, and ability to work with minimal supervision.
- Highly organized with exceptional attention to detail.
- Must demonstrate an ability to engage positively with Hudson Link students.
- Must possess strong computer, email, and word processing skills, and demonstrate good verbal and written communication skills.
- Beliefs regarding corrections and rehabilitation aligned with the mission of Hudson Link.

## What You Can Expect

- Competitive salary commensurate with experience.
- Medical, dental, and vision insurance.
- 15 days/year paid time off & 9 paid holidays/office closures.
- Retirement plan: Hudson Link matches contributions to 403(b) accounts up to 3%.

## How to Apply

Please send your resume and cover letter, indicating desired salary range and the date on which you are available to start, to Donna Jacob ([djacob@hudsonlink.org](mailto:djacob@hudsonlink.org)) with the subject line, "Continuing Education Coordinator." All qualified applicants will be considered, but only those selected for an interview will be contacted.

Hudson Link provides equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetics, veteran status, criminal justice history, or disability status. We seek to build a diverse staff representative of the communities we serve. All qualified applicants are strongly encouraged to apply.

Key words: social worker, case manager, reentry counselor, education counselor