

Program Assistant/Mentor
JOB DESCRIPTION

Organization

The Milano School of International Affairs, Management and Urban Policy at The New School is widely recognized for its innovative approach to educating leaders who make a measurable difference. Blending critical theory with hands-on practice, it fosters progressive thinking dedicated to social engagement and action oriented research.

The Center for New York City Affairs is based in the Milano School at the New School. The Center has recently developed a training program for the advancement and development of Credible Messenger mentors: community members with relevant life experience and social capital that give them the authority to challenge the norms and change the thinking of those with whom they work. In the justice context, Credible Messengers come from the same neighborhoods as the participants they support, have a history of justice-involvement themselves, and are engaged in their own healing and transformation.

Institute for Transformative Mentoring

The Institute for Transformative Mentoring (ITM) at the Milano School is a dynamic new professional training program focused on the development of Credible Messengers working in the social services fields throughout New York City. New York City is increasingly writing Credible Messenger staffing requirements into public requests for proposals to provide services for court-involved youth. These contracts recognize the efficacy of Credible Messenger mentoring, its effectiveness at engaging young people who are disconnected from school and work. Transformative mentoring affords young people opportunities for positive reengagement. Various City agencies are now administering a combined \$15 million in programs that employ hundreds of formerly justice-involved mentors. These programs serve thousands of young people. Credible Messengers, trained in transformative mentoring, support, advise and develop young people who are at-risk and/or in trouble with the law.

Position

The part-time *Program Assistant/Mentor* must have prior work experience as a credible messenger. They will be skilled in co-facilitating, mentoring, event planning and coordination. This role is currently viewed as a fellowship for a credible messenger who would be expected to serve in this role for two years, after which they would be positioned to apply for work at other agencies, where they can bring these skillsets and principles to their practice. The Program Assistant/Mentor is responsible for attending and actively participating in all ITM sessions as well as assisting with ITM program implementation. They will assist in research, program design and program launch. The Program Assistant/Mentor will work closely with the ITM Program Director and Program Facilitator in assessing training needs, recruitment strategies, and program monitoring and evaluation.

People with histories of arrest, conviction and/or incarceration are encouraged to apply. We also hope to find candidates interested in taking advantage of the New School employee tuition waiver program and are interested in obtaining a Bachelor's degree.

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Responsibilities

- Can work part-time (20 hours per week including Saturdays and evenings)
- Attend training and meetings
- Compile training support materials
- Provide strong mentorship to ITM students
- Build strong relationships with credible messenger community
- Assist with the recruitment of credible messengers
- Create brochures, flyers and other marketing materials
- Attend public events and meetings and serve as an ambassador for the ITM program
- Schedule all training rooms / venues, equipment, catering arrangements
- Coordinate logistics for Monthly Movie Nights
- Manage budget, record all program attendance & keep track of MetroCard distribution
- Keep track of program files
- Other duties as assigned

Requirements

- Youth mentorship experience
- Strong ability to work with formerly incarcerated people
- Knowledgeable about social services and other community resources for youth
- Strong ability to work independently and in teams
- Highly organized, punctual individual who is flexible, driven and a problem-solver
- Results-oriented
- Good writing and verbal communication skills
- Prior experience working with formerly incarcerated people
- High School Diploma or GED
- Computer skills – Proficient in Power Point, MS Word, Excel, Outlook, etc. preferred

Compensation

This is a part-time position with an average of 21 hours per week. ITM offers a competitive hourly rate.

*The New School offers free tuition to its employees, which presents an amazing opportunity for ITM staff. It also has a generous policy towards accepting credits from other colleges and awarding credits for life experience. As such, ITM will seek to hire staff interested in college coursework at either a Bachelor or a Masters level.

Apply

To apply, please send your resume and cover letter to ITM Program Director, Saj Rahman – rahmans@newschool.edu.

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For more information about the ITM program please visit our website:

<http://www.centernyc.org/itm-about>