

Reentry Program Manager

Full-Time | Salaried



About Project Place

Since 1967, Project Place has been a resource for individuals who are experiencing homelessness in Boston. Through innovative programming, including social enterprises, we facilitate the successful transition of individuals to economic self-sufficiency. Comprehensive programming consists of classroom instruction, on-the-job training, case management services, housing and job placement, credential training, retention, and employment services.

Our office is in the South End of Boston, conveniently located less than a mile from the MBTA Orange subway line and Red subway line. The MBTA Silver Line bus also stops directly in front of our building.

Please visit our website at www.projectplace.org for more information about our organization.

About This Job

Job Title: Reentry Program Manager
Reports to: Director of Reentry & Employment Services,
in partnership with the Suffolk County Sheriff's Department

Responsibilities:

The Reentry Program Manager is responsible for managing the reentry program for incarcerated males with the Suffolk County Sheriff's Department and overseeing life skills programming at the Suffolk County House of Correction. As a manager in the Reentry Department, this individual will oversee hiring and program development. This individual will also coordinate service delivery and maintain partner relationships.

Specific duties of the Reentry Program Manager include:

- Overseeing the development of program curricula
- Recruiting, hiring, training, and supervising program staff
- Evaluating program quality and effectiveness in alignment with agency and funder expectations
- Developing internal and external programmatic reports to reflect program outcomes

- Attending and overseeing client recruitment and enrollment processes, including new client orientations and discharge panels at Project Place and the Suffolk County House of Correction
- Monitoring staff input into databases to ensure data quality
- Participating in meetings, conferences, research projects and networking events with community stakeholders
- Collaborating with the program management team to ensure best practices, support staff development, and meet the diverse needs of program participants
- Other duties as assigned by the Executive Director or designee.

Qualifications:

- Bachelor’s degree or equivalent work experience; Master’s degree preferred
- At least two years of experience working with incarcerated individuals or individuals who have a history of incarceration required
- Experience in hiring, training, and supervising program staff
- Experience in program and contract management
- Strong facilitation and communication skills
- Ability to pass a Massachusetts criminal background check and obtain an independent contactor badge from the Suffolk County Sheriff’s Department
- Familiarity with the barriers associated with individuals experiencing homelessness, returning to the community from incarceration, and experiencing substance use disorders preferred.

Location: Approximately half the time will be spent at our office and the other half at the Suffolk County Sheriff’s Department.

Schedule: Monday through Friday, 40 hours a week, typically from 9:00 AM to 5:00 PM.

Compensation & Benefits

The salary for this position will be \$65,000 per year.

Our benefits include:

- 3 weeks of vacation in the first year; 4 weeks of vacation every year thereafter
- 10 sick days and 3 personal days annually
- 13 holidays and 1 floating holiday
- Medical insurance, dental insurance, vision, and life/long-term disability insurance
- 401(k) plan and 401(k) match.

How to Apply

Please submit both a cover letter and resume to Beth Carter, Director of Reentry & Employment Services, at bcarter@projectplace.org. No phone-call inquiries or in-person applications, please.

Equal Employment Opportunity & Affirmative Action Policy

It is the policy of Project Place to provide equal employment opportunities without regard to race, color, religion, sex, national origin or ancestry, age, disability, military or veteran status, sexual orientation, gender identity or expression (including transgender), genetic information or any other protected characteristic under applicable law (“protected class status”).

Project Place also will take affirmative action as called for by applicable laws and Executive Orders to ensure that diverse individuals, including qualified individuals with a disability, are introduced into the Agency’s workforce and considered for promotional opportunities.