



Civic Leadership Facilitator  
for Institute for Justice and Opportunity  
Youth Leadership and Civic Action Fellowship

**Job Description**

**Position Type:**

Onsite Temporary, Part-Time Consultant (September 14 – December 18, 2026)

**Address:**

555 West 57<sup>th</sup> Street, BMW-6<sup>th</sup> Floor

**Program Dates:**

September 30 – December 9, 2026 (Blackout date Wednesday, November 25)

**Program Schedule:**

Wednesdays | 11:00 a.m. – 2:00 p.m.

**Compensation:**

\$7,000 Consultant Fee

**Reports To:**

Senior Director of Programs and Services

**Participants:**

8–10 Young Adults (Ages 18–25)

About the Institute

The **Institute for Justice and Opportunity** at John Jay College of Criminal Justice advances education, economic mobility, and justice for people impacted by the criminal legal system. Through innovative programs, strategic partnerships, and student-centered support, the Institute helps individuals strengthen educational attainment, career pathways, leadership capacity, and civic engagement while promoting safer and more equitable communities.

Position Overview

The Institute for Justice and Opportunity seeks a dynamic, engaging, and community-minded **Civic Leadership Facilitator** to lead the inaugural **Youth Leadership and Civic Action Fellowship**.

This ten-week fellowship provides justice-involved, system-impacted, and historically underserved young adults with an opportunity to strengthen their leadership skills while exploring public policy, advocacy, civic engagement, systems change, and community organizing.

Serving as the fellowship's primary instructor, the Civic Leadership Facilitator will guide participants through an interactive learning experience that combines leadership development, policy education, experiential learning, documentary storytelling, and youth-led civic dialogue. Working closely with the Senior Director of Programs and Services and designated Institute staff, the facilitator will create a supportive, trauma-informed, and strengths-based learning environment that empowers fellows to transform lived experience into informed civic leadership and meaningful community action.

#### Primary Responsibilities

##### **Curriculum Development and Facilitation**

- Design and facilitate ten engaging fellowship sessions that build leadership, civic engagement, public policy knowledge, advocacy, storytelling, and systems thinking while creating an inclusive, youth-centered learning environment.
- Collaborate with Institute leadership to deliver an interactive curriculum that promotes critical thinking, project-based learning, and meaningful participant engagement.

##### **Participant Development**

- Coach fellows in leadership, communication, public speaking, and policy development while helping them connect lived experience to community challenges and systems change.
- Provide individualized guidance, encouragement, and feedback to support participant growth, accountability, and successful completion of fellowship projects.

##### **Experiential Learning and Documentary Project**

- Prepare and facilitate up to three educational field experiences that connect classroom learning with public policy, government, advocacy, and community leadership throughout New York City.
- Collaborate with the fellowship's creative storytelling partner to support documentary production, helping fellows translate their leadership journey, research, and policy recommendations into a compelling final film.

#### Youth Voices for Justice Roadshow

The fellowship culminates in the **Youth Voices for Justice Roadshow**, an intimate series of youth-led presentations designed to bring participants' work directly to students, community leaders, policymakers, and civic partners.

Working alongside Institute staff, the Civic Leadership Facilitator will prepare fellows to:

- Present their research and policy recommendations.
- Screen the fellowship documentary.
- Lead facilitated conversations with diverse audiences.

- Respond thoughtfully to questions and engage in meaningful civic dialogue.

## Collaboration and Program Coordination

The Civic Leadership Facilitator will work collaboratively with the fellowship support team.

While the fellowship is highly collaborative, the Civic Leadership Facilitator serves as the primary instructor and is responsible for overall curriculum delivery, classroom facilitation, participant engagement, and successful implementation of the fellowship.

## Expected Deliverables

The Civic Leadership Facilitator will successfully complete the following:

- Design and facilitate ten fellowship sessions.
- Prepare weekly session plans, learning activities, and participant assignments.
- Support participant recruitment and selection activities, as requested.
- Coordinate classroom activities with Institute staff and community partners.
- Prepare participants for documentary production and educational field experiences.
- Coach fellows in leadership, storytelling, research, public speaking, and policy presentation.
- Prepare participants for the Youth Voices for Justice Roadshow.
- Participate in planning meetings and provide brief program updates throughout the fellowship.
- Submit a final program summary highlighting participant engagement, accomplishments, recommendations, and opportunities for future program growth.

## Preferred Qualifications

The ideal candidate will possess:

- High School diploma or GED (minimum requirement).
- Demonstrated experience facilitating workshops, leadership programs, classrooms, or youth development initiatives.
- Knowledge of civic engagement, public policy, advocacy, community organizing, or systems change.
- Experience working with justice-involved, system-impacted, or historically underserved young adults is strongly preferred.
- Excellent communication, facilitation, relationship-building, and public speaking skills.
- Experience designing engaging educational activities and project-based learning experiences.
- A commitment to equity, restorative practices, youth leadership, and community empowerment.
- The ability to build authentic relationships while maintaining appropriate professional boundaries.

### Continuing Leadership Beyond the Fellowship

The fellowship is intended to serve as the beginning of each participant's civic leadership journey. As opportunities arise, graduates may be invited to participate in future Institute events, classroom discussions, community conversations, policy forums, outreach initiatives, and other public engagement activities where they can continue developing as emerging civic leaders and ambassadors.

### Time Commitment

In addition to facilitating the ten scheduled fellowship sessions, the Civic Leadership Facilitator will dedicate time to curriculum preparation, planning meetings, participant coaching, coordination with Institute staff and program partners, educational field experiences, documentary production activities, Youth Voices for Justice Roadshow preparation, evaluation, and final reporting.

The **\$7,000 consultant fee** reflects completion of the full scope of work and all associated program responsibilities and deliverables.

Candidates should email their resume and a cover letter to [LALINDSEY@JJAY.CUNY.EDU](mailto:LALINDSEY@JJAY.CUNY.EDU) before Friday, September 4 for priority consideration.