



**JOB DESCRIPTION**  
**Part Time Work Release Employment Coordinator**

**Job Title:** Work Release Employment Coordinator

**Report To:** Center for Women Program Director

**Hours:** 25 hrs/wk; Monday through Friday

**Position Description:** This position identifies and coordinates employment for 30 Center for Women residents, including, but not limited to: employer outreach and education, resident job coaching, interview assistance and job retention support, employer documentation and NCDAC compliance, data gathering and reporting on program results.

**Location and Facility Description:** Based in Charlotte, NC, The Center for Community Transitions, Inc. (CCT) mission is to strengthen the community by helping people with criminal records and their families find a healthier and more productive quality of life. The Center for Women is a 24/7 residential, work, and study release program for women currently under the custody of the NC Department of Adult Correction (NCDAC) who are within 3 years of release from state prison.

**Duties & Responsibilities:**

- Develop and maintain a list of prospective employers
- Meet with employers to explain the work release program requirements
- Educate employers on second chance employment, including employer incentives
- Coordinate employer networking in partnership with the LifeWorks! Job Developer
- Coordinate and maintain resident interview schedule
- Provide interview follow up and retention assistance to residents in partnership with LifeWorks! Client Advisor(s)
- Track and maintain resident employment throughout their stay at the Center for Women
- Work with the Accounting Coordinator to address work release payroll issues as needed
- Gather and report on work release program results and effectiveness
- Other job-related duties assigned by the program director

**Desired Skills:**

- High school diploma, associates degree (business or human resources preferred) or a minimum of two (3) years of relevant recruiting experience
- Must be committed to helping and supporting the justice-involved population
- Directly impacted and/or prior corrections experience is a plus
- Demonstrated working knowledge of recruiting, talent acquisition and a good understanding of the employee life cycle
- Must be self-motivated and able to work independently



## The Center for Community Transitions



building people, not prisons

- Must have excellent verbal and written communication skills
- Demonstrated strong cultural competence while working with a diverse population of currently incarcerated women
- Must be committed to and have the ability to act with integrity, professionalism, and confidentiality
- Must be able to collaborate with colleagues from other CCT programs
- Must be able to work with employers, residents, and community partners
- Must be proficient with MS Office and able to use the Internet (SEO, etc.)
- Must be comfortable gathering and reporting data
- Must have a valid North Carolina driver's license with current auto insurance coverage
- Ability to perform the essential functions of the job as defined in the duties and responsibilities of this job description.

Qualified individuals should send a cover letter, resume, and salary requirement to:  
[admin@centerforcommunitytransitions.org](mailto:admin@centerforcommunitytransitions.org).

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P.O. Box 33533 \* Charlotte, NC 28233 \* 704-494-0001 \* [www.centerforcommunitytransitions.org](http://www.centerforcommunitytransitions.org)

