

## Job Description

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| <b>Position:</b>         | <b>Pardon Project Coordinator</b> |
| <b>Reports to:</b>       | <b>Director of Programming</b>    |
| <b>Primary Location:</b> | <b>Connections Work</b>           |
| <b>Classification:</b>   | <b>G2 – Program Coordination</b>  |
| <b>Creation Date:</b>    | <b>11/14/2025</b>                 |

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### Job Summary:

The Pardon Project Coordinator is responsible for assisting in the planning, organizing, and coordinating of the activities of the Pardon Project of Berks County. Responsibilities include assessment, enrollment and oversight of pardon applicants, training Pardon Coaches, and providing coordination between pardon applicants and Pardon Coaches. The Pardon Project Coordinator is also responsible for providing support to all operations of the agency, including but not limited to the reception desk, assisting with administrative duties, and providing clerical office support, as needed.

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### Agency Culture and Values:

At Connections Work, we have core beliefs and behaviors that define our culture. We believe that all people have value, mistakes do not define us, how we show up each day is critical to our success, and psychological safety is a basic human need. We believe that not everyone has the same opportunities, and that positive change is possible through hope, opportunity and second chances.

All employees, leaders, members of the Board of Directors and volunteers are all encouraged to embed these beliefs into their practices, policies, procedures, decisions, and interactions at Connections Work, and model our defined behaviors that stem from these beliefs.

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### Essential Functions:

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements are representative of the knowledge, skill, ability, and behaviors required. Reasonable accommodation may be made.

1. Assist in recruitment efforts for the Pardon Project of Berks County (for both pardon applicants and Pardon Coaches) via outreach to local criminal justice entities, social service providers and other community groups/organizations as appropriate.
2. Assess and enroll pardon applicants in the Pardon Project of Berks County including conducting intake interviews, providing an overview of the pardon process, securing all required court documents needed

for the pardon application, completing segments of the pardon application pertaining to criminal history, and preparing the application materials to share with the assigned Pardon Coaches.

3. Provide training for pardon coaches.
4. Assist with connecting pardon applicants with Pardon Coaches and monitor their progress in completing the application.
5. Maintain files for each pardon applicant including the completed application, all required court documents and any supporting documentation provided by the applicant. Document all relevant information into the client files, spreadsheets and case management system as appropriate.
6. Attend and actively participate in applicable team meetings.
7. Provide general office support including administrative support tasks, clerical duties, and reception duties. This may include, but is not limited to answering phones, maintaining files and records, organizing supplies, performing data entry, greeting visitors, and special projects.

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**Special Requirements:**

1. Bilingual in English and Spanish with skill in oral and written communication, including Spanish communication is preferred.
2. Must complete ongoing training and/or certifications as required for position.
3. Must abide by the policies and procedures detailed in the Connections Work Personnel Policies and Procedures Manual, the relevant sections of the PADOC and the PBPP Code of Ethics, Codes of Conduct and PREA Standards, and the relevant sections of the BCJS manual.

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**Additional Responsibilities:**

1. Perform any related duties as directed by leadership.
2. Keep professional relations at a high standard with Connections Work, other service providers, criminal justice system officials, volunteers, partners and related professionals.

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**Note:** The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of Connections Work. Connections Work is an equal opportunity employer.

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**Pardon Project Coordinator – Signature / Date**

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**Director of Programming – Signature / Date**

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**PRINTED NAME**

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**PRINTED NAME**