### Illinois-Logo-Full-Color-RGB Education Justice Project

**Office Assistant to EJP Director**

The mission of the Education Justice project is to build a model college-in-prison program that demonstrates the positive impacts of higher education upon incarcerated people, the communities from which they come, the host institution, and society as a whole.

This part-time position provides general administrative support to the EJP director. Duties will be flexible and varied and are likely to include things like scheduling meetings, preparing and posting communications, organizing files, proofreading documents, and responding to routine correspondence. Work is currently being done remotely.

**QUALIFICATIONS**

**Required:**

*Experience*

* Excellent written and verbal communication skills;
* Proven track record of working with the public, e.g. in customer service or front office;
* Strong organizational skills;
* Proven commitment to social justice and to EJP’s mission.

*Knowledge*

* Knowledge of generally accepted office principles;
* Ability to anticipate needs, establish priorities, and to work under pressure in an environment of multiple and sometimes conflicting priorities;
* Awareness of historical and social contexts of EJP’s work;
* Awareness of and sensitivity issues around inclusion and equity;
* Ability to work independently, exercise good judgment, and to maintain confidentiality;
* Expertise in Word, Excel, Microsoft Outlook.

**Preferred:**

*Experience*

* Personal experience of incarceration or of someone close to you.

Compensation is approx. $15/hour.

**To Apply**

Please send a CV/resume and cover letter to info@educationjustice.net.