

**Mindfulness Discussion Group Co-coordinator**

**Position Description**

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

The Mindfulness Discussion Group (MDG) co-coordinators oversee EJP’s MDG program, which is based at Danville Correctional Center (DCC). This position requires between 5 – 10 hours per week.

MDG aims to build a positive co-created community of mindfulness meditation learners. In this community, we uphold a holistic approach to learning thus reading and discussing scholarly text is accompanied with the practice and discussion of mindfulness meditation. To accomplish these programmatic aims the MDG co-coordinator responsibilities are as follows:

* Oversee discussion and collaborative decision-making around the direction and scope of MDG curriculum and activities. These include discussions of readings, guest speakers, videos, and other matters related to the content of MDG sessions.
* Plan and facilitate bimonthly program planning meetings with outside MDG facilitators.
* Oversee the MDG calendar to ensure that MDG sessions are attended by an appropriate amount of outside facilitators.

### Provide feedback opportunities to all MDG members on a once-per-semester basis, and ensures the implementation of appropriate changes based on feedback.

### Support a caring and collaborative MDG environment that upholds mindfulness attitudes (e.g., kindness, curiosity, openness, nonjudgment).

* Oversee the MDG application process including recruitment outreach, interviews, applications, orientation, and training.
* Remind and assist outside MDG members to complete the required annual EJP tasks including attending an EJP critical climate discussion, completing a TB test, and reading the updated EJP handbook each year.
* Attend monthly EJP coordinator meetings.
* Promote MDG membership to participate in larger EJP community activities, discussions, and events.

In addition, all EJP coordinators are asked to regularly evaluate their performance with respect to the following:

1. Communication

This refers to sharing information, concerns, announcements, and more with EJP students, members of their program, EJP Director of Academic Programs, members of the public, and relevant others.

2. Monitoring

This refers to ongoing assessment of the program and making fixes as problems arise. It includes collecting information to learn how things are going within the program. It also involves making use of that information to make changes to the program as required.

3. Nurturing

This refers to guiding, mentoring, and supporting EJP members in the program. It involves identifying people in need of nurturing or mentoring. It also includes developing a nurturing culture within the program.

4. Decision-making

This refers to exercising leadership and taking initiative. It could include making bold decisions and developing themselves as a leader (e.g. through workshops or readings).

All applications are welcome. However, because EJP aims to create a supportive learning environment for our incarcerated students, we especially encourage applications from individuals whose backgrounds and identities align with those of our students. This includes members of racial minority groups, first-generation degree holders, and individuals from low socioeconomic status backgrounds.

**Requirements**

*Required*

* Active mindfulness/meditation practice
* Familiarity with literature and research related to mindfulness
* Ability to articulate the value of mindfulness within the prison context or the prison education context

*Preferred*

* Experience facilitating/teaching a variety of structured mindfulness groups

**Compensation**

EJP coordinators receive a $1,000/semester stipend.

**To Apply**

Please send a CV and cover letter to Jamie Hines, EJP Director of Operations, at info@educationjustice.net.