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

**EJP Gala Planner**

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.

EJP hosts an annual gala each year. Our new Gala Planner will have primary responsibility for planning our 2022 gala. The venue and date (April 8, 2022) have already been selected and there is a coordinating committee in place, as well as a gala playbook. We seek someone energetic, organized, and creative to bring it all together.

This would be an ideal position for someone who has previously worked events at the I-Hotel (where we hope to host the in-person function) and has prior experience planning events.

Principal responsibilities of our Gala Planner will include:

* Directing the activities of the gala planning committee and its subcommittees;

including facilitating bi-weekly zoom meetings;

* Being main point of contact with gala vendors;
* Providing regular reports to EJP leadership;
* Ensuring that the gala planning playbook is kept current.

**REQUIRED QUALIFICATIONS**

* Excellent written and oral communication skills;
* Ability to anticipate needs, establish priorities, and to work under pressure in an environment of multiple and sometimes conflicting priorities;
* Strong decision making, organizational, problems solving, and clerical skills;
* Proven organizational skills;
* Ability to work independently with minimum supervision;
* Proven commitment to social justice;
* Awareness of historical and social contexts of EJP’s work;
* Awareness of and sensitivity issues around inclusion and equity;
* Good working knowledge of Word, Excel, Microsoft Outlook, and Google

**Preferred:**

* Personal experience of incarceration or of someone close to you;
* Have worked or organized University of Illinois events.

Compensation is approx. $15/hour. This job can be set up as either a grad hourly or undergrad hourly position, depending on the status of the applicant. If the successful applicant is not a student, it can be set up as an Extra Help position.

**To Apply**

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