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

**Business Workshops 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.

**Background**

Since 2008, the Education Justice Project has been offering educational programs to individuals incarcerated at Danville Correctional Center, a men’s medium security state prison located about 40 miles from the Urbana campus. These include for-credit U of I courses, for which students earn Illinois credit and participate in reading groups, workshops, computing, an anti-violence group, and much more. These programs are offered in the prison’s education building where classrooms are equipped with chalkboards and in some cases computers, projectors, and screens. In a typical year, over 60 EJP instructors from campus and the local community participate in these programs, supporting incarcerated students’ educational goals while educating themselves about incarceration and criminal justice.

**Business Workshops Coordinator**

The Business Coordinator will oversee EJP’s business workshops (e.g., accounting, marketing, finance, management, entrepreneurship, etc.) and business-related programming at the Danville Correctional Center (DCC) in partnership with the Gies College of Business. Workshops are usually taught by U of I graduate students, faculty members, and qualified community members. This position requires five to ten hours a week.

**Position Responsibilities:**

Responsibilities for the Business Coordinator position include:

* Collaborate with EJP business workshop and programming facilitators, EJP students, EJP alumni, and other EJP program members to co-develop and schedule business programming for spring and fall semesters;
* Provide guidance and check-in regularly with EJP business programming facilitators on curricula, pedagogies, and program organization;
* Oversee and coordinate two rounds of EJP business-related applications per academic year + work with EJP and DCC administrative staff to ensure timely clearance of relevant educational materials at the prison;
* Attend and participate in monthly EJP coordinator meetings as well as yearly EJP coordinator retreat and critical climate activity.

In addition, all EJP coordinators are asked to regularly evaluate their own 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 administrative staff, members of the public, and/or 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 Writing Workshops 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).

**Hiring Criteria:**

*Required*

* Bachelor’s degree
* Academic background in finance, accounting, business management, or related business field
* Proven ability to plan and schedule events
* Demonstrated commitment to social justice values

*Preferred*

* Familiarity with issues related to incarceration, criminal justice, and related matters

All applications are welcome. However, because EJP aims to create a supportive learning environment for incarcerated students, we especially encourage applications from individuals whose backgrounds and identities align with those of our student populations. This includes members of racially and ethnically minoritized groups, first-generation degree holders, and/or individuals from low socioeconomic status backgrounds. Please note that the EJP classrooms are on the second floor of the prison and that there is no elevator.

According to Illinois Department of Corrections (IDOC) policy, if you are formerly incarcerated within Illinois or are actively visiting a friend or family who is incarcerated in IDOC, it is unlikely you will be able to receive IDOC clearance. Unfortunately, this is beyond our control.

**Compensation**

EJP coordinators receive a $2,000/semester stipend.

**Application Process**

To apply, please fill out the Business Workshops Coordinator application [here](https://hipaa.jotform.com/222327645526154). In the application you will be asked to upload a cover letter and CV (or resume).

**Questions?**

Please contact the Academic Director, Ellen Ritter at esritte2@illinois.edu.

Education Justice Project

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