

**Chicago/Community Anti-Violence Education (C.A.V.E.)**

**Co-Coordinator**

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.

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| C.A.V.E. is a peer-driven anti-violence program that empowers incarcerated people through mentoring, education, and character-building to return to their communities as peacemakers. |

The Chicago Anti-Violence Education Group (CAVE) Co-Coordinator oversees the regular CAVE meetings at Danville Correctional Center and reports directly to EJP’s Academic Director. This position requires between 5 – 10 hours/week. The responsibilities of the CAVE Co-Coordinator include:

* oversee discussion and supports decision-making around the direction and scope of CAVE curriculum and activities – 55%
* oversee the CAVE calendar – 5%
* conduct regular process meetings with CAVE facilitators – 25%
* oversee the CAVE application process – 10%
* attend coordinator meetings – 5%

Preferred credentials:

* Experience in either treatment of/outreach around psychological trauma and/or experience in outreach around/programming development in anti-violence/violence prevention;
* Familiarity with literature and research related to psychological trauma and/or violence prevention;
* Experience leading/facilitating dialogue around sensitive topics. This can include classroom dialogue, group psychotherapy, or support groups;
* Ability to articulate the value of anti-violence education- and trauma-informed curriculum within the prison context or the prison education context;
* Experience facilitating process groups, psychotherapy specifically;
* Experience participating in the CAVE program as an outside member for at least 3 months.

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 align with those of our students. This includes members of racial minority groups, first-generation degree holders, and 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.

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 the ongoing assessment of the program and making fixes as problems arise. It includes collecting information to learn how things are going within the CAVE 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).

**Compensation**

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

**Application Process**

To apply, please fill out the CAVE 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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