

# **I** Education Justice Project

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## **EJP Prison-to-Gown Program Manager**

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, their families, the communities from which they come, the host institution, and society as a whole.

### **Position Overview**

This is an exceedingly wonderful development within EJP. We seek a thoughtful, critical individual to support the development of EJP's new Prison to Gown Pathways program (PGP). Main tasks will include coordinating program activities, managing administrative tasks, and overseeing communications.

The Program Manager is expected to work closely with participating students, the PGP advisory committee, and EJP leadership.

The focus of the program currently is learning from the experiences of students on the Illinois campus and individuals on other campuses. The manager reports directly to the EJP director.

This position requires 20 hours/week and pays \$25/hour. We hope to hire a qualified graduate student. Much of this position can be done virtually, but some aspects will need to be in person on the Urbana-Champaign campus.

### **Main Duties and Responsibilities**

- Lead design and implementation of the PGP research program; coordinate program activities, including focus groups, social events, and outreach activities; schedule and facilitate PGP meetings;
- Assist with recruitment of prospective students from community colleges and other institutions of higher education for the upcoming year;
- Educate EJP members about the PGP program; promote the program within EJP; and create opportunities for EJP members to become involved;
- Research and utilize best practices as relates to non-traditional students, retention, and reentry.

### **Required Qualifications**

### *Education*

- Bachelor's degree;

### *Experience*

- Strong managerial and administrative skills;

### *Knowledge*

- Familiarity with Illinois' criminal legal systems and policies, especially as relates to incarceration and reentry;
- Understanding of trauma, especially in relation to incarceration and reentry
- Excellent writing, speaking, listening, and analytical skills;
- Demonstrated commitment to support incarcerated and formerly individuals;
- Facility with Microsoft Office and Google.

## **Preferred Qualifications**

### *Education*

- Master's degree in Social Work, Education, Social Services, Psychology, or similar.

### *Experience*

- Related work experience, e.g. with a reentry organization, academic support unit, or similar service provider;
- **Personal experience of incarceration or reentry.** We sincerely hope and prefer to hire someone who has themselves been through reentry or is close to others who have been through that experience.

### *Knowledge*

- Deep knowledge of Illinois policies and practices related to reentry and/or access to higher education.

To apply, please submit CV and cover letter to [info@educationjustice.net](mailto:info@educationjustice.net). We want this position to start as soon as possible.