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

**Writing Workshops 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 Writing Workshops co-coordinators oversee EJP’s Writing Workshops programming, which is based primarily at Danville Correctional Center (DCC). This position requires five to ten hours a week.

EJP Writing Workshops are designed to provide EJP students with opportunities to learn about and practice writing-related topics as they connect to academic, creative, and everyday purposes. Whether it’s a one-day or multiple-session event, the workshops offered through this program can help EJP students gain further confidence in the foundational skills of writing, be more familiar with diverse genres and disciplines of writing, and have a better understanding of the work writing can do—in university settings and beyond.

**Position Responsibilities:**

Responsibilities for the Writing Workshops co-coordinator position include:

* Collaborate and dialog with EJP Writing Workshops facilitators, EJP students, EJP alumni, and other EJP program members to co-develop writing workshop programming for spring and fall semesters—at DCC or on the outside for EJP members
* Provide guidance to EJP Writing Workshops facilitators on workshop curricula, pedagogies, and program organization
* Oversee and coordinate two rounds of EJP Writing Workshops applications per academic year
* Work with EJP and DCC administrative staff to ensure timely clearance of educational materials at the prison
* Maintain regular e-mail correspondence with EJP Writing Workshop facilitators and other EJP stakeholders
* Check-in regularly with EJP Writing Workshops facilitators
* Schedule workshop programming on EJP calendar
* Compose and post regular update posts on EJP intranet
* Escort EJP Writing Workshops facilitators to DCC when needed (if possible)
* 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 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).

**Position Requirements:**

Ideal applicants will have experience in—or demonstrate enthusiasm for—the following areas and skills:

* Facilitating discussion and conversation in teaching, learning, and/or workplace environments
* Familiarity with diverse genres of writing across a variety of academic, workplace, or everyday contexts
* Communicating with students about learning needs and interests
* Teaching and/or tutoring in humanities or social science disciplines
* Expertise in administrating or coordinating programs or groups
* Gauging and soliciting interest from potential workshop facilitators
* Ensuring the accurate and timely maintenance of files and digital records pertaining to the program
* Ability to maintain frequent, open lines of communication through email, phone, and/or video chat
* Flexibility and adaptability as related to sudden changes or shifts in programming

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.

**Compensation**

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

**To Apply**

Please send a CV and cover letter to EJP Academic Director, Ellen Ritter at:

[esritte2@illinois.edu](mailto:esritte2@illinois.edu).

Education Justice Project

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