

I Education Justice Project

Research and Writing Coordinator, Reentry Guide Initiative

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.

The Education Justice Project produces Illinois' only comprehensive reentry guide, the only national reentry guide in the US, and the only national guide for people facing deportation. We currently seek a part-time (33 - 50%) coordinator for our Reentry Guide Initiative (RGI). This leadership position will oversee research, writing, editing, and design of EJP's reentry publications, currently three books each year. The position provides direct supervision and support to EJP volunteer team members and reports to the RGI Director, Lee Ragsdale.

Major Duties and Responsibilities

- Oversee research, writing, editing, and design of EJP reentry guides, which are updated annually;
- Maintain records and archives related to the above;
- Lead meetings of relevant team members;
- Provide supervision to editors, graphic designers and translators;
- With other RGI coordinators, Advisory Council members, and the RGI Director, lead the development of RGI policies, strategies, initiatives, and procedures;
- Support on-boarding and training of new members as required;
- Assist in ongoing evaluation of the guides and RGI operating procedures.

Required Qualifications

- Undergraduate degree in English, Communications, Journalism, or related discipline
- Minimum 2 years' writing/publishing experience, whether as an editor, writer, publisher, or similar
- Minimum 1 year's experience with collaborative writing projects
- Experience facilitating meetings
- Demonstrable commitment to social justice
- Excellent listening, oral, and written communication skills
- Excellent knowledge of Google and Microsoft programs (Word, Excel)
- Demonstrable awareness of the conditions of incarceration and reentry in the US.

Preferred Qualifications

- Graduate degree in progress in a related field, e.g. English, Communications, Social Services
- Experience in an organization or agency that is concerned with incarceration, reentry, or immigration, e.g. a reentry organization, refugee aid organization, or similar
- Prior participation in prison or immigration justice initiatives
- Graphic design experience.

This is a part-time leadership position appointed through May 15, 2023, with possible extension depending on funding. Salary is \$24/hour.

To apply for this position, please send your resume and cover letter to reentry@educationjustice.net. The position will stay open until filled. Please include names and contact information including email addresses for three references. Your cover letter should explain why you are interested in the position and why you would be a good fit. All requested information must be submitted for your application to be considered.

CONTACT

For further information regarding this position, you may contact reentry@educationjustice.net.