### A picture containing text, screenshot, display, vector graphics  Description automatically generated Education Justice Project

**EJP Program Assistant**

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.

This new position will provide on-the-ground program support at Danville Correctional Center (DCC), reporting to EJP’s Academic Director, Ellen Ritter. It is based at the prison. This position will start as soon as possible and continue throughout the academic year.

**Major Duties and Responsibilities**

The Program Assistant will support EJP activities at Danville Correctional Center by:

* Setting and maintaining regular hours in EJP’s Library and Computer Lab at the prison, thereby allowing EJP students to utilize these spaces in furtherance of their educational goals;
* Transporting instructional materials, supplies, and other items as required between Urbana-Champaign and DCC;
* Providing assistance as needed to the Academic Director with administrative tasks that are based at the prison, e.g. making photocopies, arranging books;
* Providing logistical support to EJP students as needed while on site, e.g. changing toner, opening cupboards.

**Hours**

These are flexible and can be arranged according to the Program Assistant’s schedule. Ideally, we will hire several Program Assistants, and each will be at DCC 10 - 15 hours/week.

**Compensation**

This position pays $20/hour plus gas mileage at the state reimbursement rate.

**Required Qualifications**

* Emotional maturity
* Understanding of EJP’s role within DCC
* Familiar with EJP’s college-in-prison programming and with the prison, and able to be at the prison on their own
* Valid driver’s license and a reliable car
* Cleared to enter DCC
* Commitment to EJP’s social justice mission.

**Preferred Qualifications**

* Prior experience with prison education or similar initiatives.

To apply, please submit a short letter of interest along with your resume/CV. These positions will remain open until filled.

For more information please contact EJP Director Rebecca Ginsburg at info@educationjustice.net.