

# **I** Education Justice Project

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## Events & Communications Assistant

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.

EJP is searching for a highly organized individual who enjoys event planning to support EJP with event planning and execution. This role will also assist with internal and external communications such as the weekly EJP newsletter. The position reports to the EJP director and may occasionally supervise EJP interns.

### **Major Duties and Responsibilities**

- Assist in planning, setting up, and cleaning up EJP events, e.g. lunches, retreats, and guest speakers;
- Coordinate publicity with relevant EJP staff, e.g. social media team and graphic design team.
- Support writing and distribution of weekly EJP newsletter, campus emails, and external communications.

### **Required Qualifications**

- Event planning experience
- Highly organized
- Able to work effectively within teams
- Demonstrable excellent listening, oral, and written communication skills
- Clear understanding of and ability to communicate EJP's programs and mission

### **Preferred Qualifications**

- Event planning experience on the UIUC campus
- Communications experience
- Valid driver's license and ability to drive

This is a part-time (7 - 10 hour/week) undergraduate or grad hourly position that pays \$18/hour for undergrads and \$28/hour for graduate students. There will be more hours on weeks that events are being held. Some events are in the evening, so we are looking for someone with a flexible schedule.

All applications are welcome. 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, individuals who have been impacted by

incarceration, first-generation degree holders, and individuals from low socioeconomic status backgrounds.

To apply, please send a CV and cover letter to [info@educationjustice.net](mailto:info@educationjustice.net) addressed to EJP director Rebecca Ginsburg. The cover letter should speak specifically to this position with EJP and why your experiences and interests make you a good fit for the position. This position will remain open until filled. For further information, please contact Rebecca Ginsburg.