

I Education Justice Project

EJP-York 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 position provides on-the-ground program support at Danville Correctional Center (DCC) for the EJP-York program. The position is based at the prison, and the most important part of the role is engaging with incarcerated EJP tutors and incarcerated high school learners. Hiring depends on receiving clearance from the Illinois Department of Corrections.

Major Duties and Responsibilities

The Program Assistant will support EJP-York activities at Danville Correctional Center through:

- Setting and maintaining regular hours in the EJP-York Room at DCC;
- Transporting instructional materials, supplies, and other items as required between Urbana-Champaign and DCC;
- Providing on-site administrative and logistical support as needed to the EJP-York tutors and others involved with this program, e.g. making photocopies, arranging books, opening cupboards; changing toner;
- Facilitating communication as required between asynchronous instructors and learners in the EJP-York program.

Hours

The program currently meets between 5 – 8pm Monday – Fridays. Ideally, we will hire multiple Program Assistants and between them they will ensure needed coverage.

Compensation

This position pays \$23/hour plus gas mileage at the state reimbursement rate.

Required Qualifications

- Emotional maturity

- Understanding of EJP's role within DCC and familiar with EJP's college-in-prison programming
- Able to be at the prison with EJP students on their own (Support provided during the first few visits)
- 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 to EJP director Rebecca Ginsburg at info@educationjustice.net. These positions will remain open until filled.

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