



Education Justice Project

Science Workshops Coordinator Position

EJP Science Workshops encourage EJP students to explore math, science, computing, and related subjects. We include business topics within our Science Workshop series. Workshops are also intended to prepare EJP students for upper-division coursework in these subjects. Wherever possible, basic math skills should be emphasized through the workshops.

Programming currently includes periodic workshops offered by graduate students, faculty members, and qualified community members. There is potential to expand this program in ways consistent with its aims.

EJP Science Workshops Coordinator Job Responsibilities

1. Develop and market science programming for EJP students.
2. Maintain bulletin board space in the prison, including upcoming publishing opportunities.
3. Identify areas of need in science (including math, computing, etc) development for EJP students and recruit appropriate resources to address these needs through workshops and other involvement in EJP.
4. Collaborate with EJP's Director of Academic Programs, On-Site Coordinator team, and other appropriate EJP staff to schedule programs while contributing broadly to EJP's on-site programming and larger organizational development.
5. Manage all clearance-related matters (related to clearance of visitors and of materials).
6. Provide training, support, and follow-up to science workshop facilitators.
7. Evaluate, document, and archive all science programming with appropriate records maintained for the benefit of writing instructors/tutors (at EJP offices) and students/tutors (at the prison).

In addition, all EJP coordinators are asked to regularly evaluate their performance with respect to the following. Resources are available to support in these areas.

1. Communication

- sharing information, concerns, announcements, and more with EJP students, members of their program, EJP Director of Academic Programs, members of the public, and relevant others. Communication can be challenging in the prison

environment, and EJP encourages coordinators to experiment with ways of sharing and hearing from others.

2. Monitoring

- ongoing assessment of the program and making fixes as problems arise. This includes collecting information to learn how things are going within the program and making use of that information to make changes to the program as required.

3. Nurturing

- guiding, mentoring, and supporting EJP members in the program. This includes identifying people in particular need of nurturing or mentoring and developing a nurturing culture within the program.

4. Decision-making

- exercising leadership and taking initiative. It could include making bold decisions regarding programming or operations, and to developing themselves as leaders (e.g. through workshops or readings).

Requirements

Required

Bachelor's degree

Academic background in science, math, business, or related areas

Proven ability to plan and schedule events

Preferred

Familiarity with issues related to incarceration, criminal justice, and related matters