
EVERGREEN

The Evergreen State College EMPLOYMENT OPPORTUNITY

Web: www.evergreen.edu/employment Email: jobline@evergreen.edu
Phone: (360) 867-5361 TTY: (360) 867-6834 Fax: (360) 867-6823

Bulletin 2009-038MSM

Opens: December 22, 2009

Review of applications begins: January 15, 2010

After the review of applications begins, this position may close without further notice.

SUSTAINABLE PRISONS PROJECT MANAGER

SPECIAL NOTE

This position is an "at will" appointment, exempt from Washington State Civil Service rules and the Fair Labor Standards Act overtime requirements. This is a 12 month per year, 60% time position, funding dependent on grant award and renewal.

COLLEGE PROFILE

The Evergreen State College is a progressive, public liberal arts and sciences college located in Olympia, Washington, in the beautiful Pacific Northwest. Since opening its doors in 1971, Evergreen has established a national reputation for leadership in developing innovative interdisciplinary, collaborative and team-taught academic programs. The college has a vibrant undergraduate program, a graduate program, and seven public service centers that constitute a unique academic setting. The College values a student-centered learning environment, a link between theory and practice, and a multicultural community of diverse faculty, students and staff working together. Current enrollment is approximately 4,500. For more information about Evergreen, please visit our college catalog or our website: <http://www.evergreen.edu>

POSITION PURPOSE

The Project Manager will expand, support, develop, and evaluate initiatives that promote sustainability of corrections facilities that will in turn, improve offender behavior, reduce recidivism, and enhance career possibilities for inmates in Washington State, and increase educational opportunities for students and faculty at The Evergreen State College (TESC). The main objectives will be to help guide and manage participants at the multiple participating institutions and agencies to collaborate on innovative ways of advancing sustainability in the broadest sense of the term; enable efficient means to assess progress; and to help create deliverables that will enable other correctional centers and institutions of higher learning to benefit from the activities.

NATURE AND SCOPE

The ultimate role of the Project Manager will be to help the DOC and TESC partnership achieve its vision of enhancing sustainable prison life, which is:

Participants will develop, maintain, and evaluate projects at DOC facilities that will engage prisoners and DOC staff with faculty, students, and visiting researchers to carry out projects that will 1) enhance sustainable operations, 2) carry out research, 3) provide seminars and other scientific outreach materials; and 4) provide training and educational opportunities for offenders. Ultimately, we aim to reduce recidivism in corrections centers where such programs exist relative to those institutions without them. We also aim to enhance opportunities for students in higher education for work in sustainability, social work, and community studies.

The Project Manager reports to the Research Ambassador Program Manager who reports to faculty member, Dr. Nalini Nadkarni, the Principal Investigator for the National Science Foundation Research Ambassador grant and the Department of Corrections Sustainable Prisons, Sustainable Lives grant. The Project Manager may supervise graduate and undergraduate student employees and interns.

COMPENSATION

- Salary is \$2,122 – \$2,271 per month depending on qualifications. The job is 60% time, with the possibility of full-time depending on grant funding.
- A benefits package which includes: 12 days of sick and 24 days of vacation leave per year (at full time, reduced in proportion to full time equivalent); paid holidays; a generous medical, dental, life and disability insurance package for employees and dependents; the TIAA-CREF retirement program; deferred compensation and optional supplemental retirement accounts are available. For more information about Evergreen's excellent employee benefits, view <http://www.evergreen.edu/payroll/employeebenefits.htm>
- After six months of employment, employees are eligible for the Tuition and Fee Waiver and Tuition Discount programs.

BACKGROUND

Beginning in 2004, the Washington State Department of Corrections (DOC) and TESC set a unique precedent for adopting sustainable projects and protocols that have resulted in cleaner water, reduced energy use, greater recycling, reduced operating costs, and inmates with a more engaged attitude toward nature and sustainability. Faculty and students from TESC, and staff from the Cedar Creek Corrections Center (CCCC) collaborated to involve prisoners in research on how to "farm" mosses for the horticulture trade to help alleviate pressures of non-sustainable moss-harvesting from old-growth forests, and to provide intellectual and emotional stimulation for the inmates. They also initiated a research-based lecture series ("Sustainable Living, Sustainable Lives") that brought scientists and resource practitioners to the prison to speak to staff and prisoners about sustainability. These visits inspired projects that increased prison sustainability and significantly reduced operational costs. Included in the projects were: an organic garden, a recycling program for solid waste; worm-composting of kitchen waste to produce compost for the garden; bee-keeping; and the establishment of water catchment tanks on the compound. Participating prisoners and administrators viewed the projects positively. These activities engaged the entire prison community in healthy and mentally stimulating projects, and inspired a number of inmates to pursue professional and educational goals after release. The content and nature of conversations within the CCCC shifted to productive topics, and raised offender and staff morale within the DOC. They also provided TESC faculty and student (undergraduate and graduate) opportunities for teaching and learning, and enhanced college/community relationships. Results attracted strongly positive attention in local, regional, and national media.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university;
- Two years of work experience in sustainability;
- One year of full time professional experience working in a team or collaborative setting.

DESIRED QUALIFICATIONS

Additional consideration may be given to candidates demonstrating the following qualifications:

- Advanced degree in environmental studies, resource management, public administration, or a related field;
- Professional experience within a public higher education setting;
- Professional experience within a corrections or social justice institution or organization;
- Experience in a lead role;
- Experience organizing scientific or environmental education, including the development and implementation of new programs;
- Formal teaching experience in either a high school or college setting.

ESSENTIAL FUNCTIONS

- Identify and promote best sustainability practices by working to identify and help DOC and TESC to adopt best sustainable practices and recommend organizational changes to appropriate staff as necessary to advance these initiatives. Examples of typical work include: locating relevant literature, researching existing best practices and communicating with sustainability professionals;
- In conjunction with the Director of the program, provide leadership in designing and administering sets of projects to enhance the sustainability of general operations within participating prisons, including recycling of solid waste; enhancement of water quality; composting of organic waste; generation of food; and other projects as they arise;

ESSENTIAL FUNCTIONS (continued)

- Coordinate with visiting scientists regarding research projects that are appropriate for a prison setting, (e.g., moss-growing, bird box construction and installation in the prison environs, monitoring water quality, and maximizing honey production;
- Collect, analyze, synthesize and present project related information such as energy inventories, data compilation, graphical analysis for monthly progress project reports and annual WDOC sustainability report;
- Assist with recruitment of scientists and sustainability practitioners to participate in the Sustainability Seminar Series by compiling and updating a database of professional contacts and establishing new contacts for current and prospective projects;
- Provide leadership in designing and administering environmental education programs that are appropriate for prisoners and their families;
- Provide information upon request and when appropriate on the availability of higher education programs, in particular those at TESC by making information available at events, meetings and presentations to various groups;
- Provide guidance, mentoring, assignment and assessment of work, set schedules and provide evaluations of graduate and undergraduate interns and volunteers; maintain connection with graduate program director to ensure that work is consistent with academic program expectations;
- Advocate for the support of the Sustainable Prisons Program while providing information and awareness of available opportunities to TESC programs and centers, particularly the Graduate programs, the Center for Community-Based Learning and Action (CCBLA), the Environmental Studies Planning Unit and Student Advising;
- Support and collaborate with existing and future sustainability planning and programs on the TESC campus; participate in meetings of the Sustainability Task Force, student environmental groups, and others by sharing information and ideas;
- In collaboration with the Co-Directors of the program, draft research papers including conduct research, compile data and write content;
- Serve as a liaison between TESC participants and DOC administrators at all of the participating corrections centers;
- Promote project activities in the media by writing popular articles; work closely with Marketing, Communications, and College Relations at Evergreen and Public Relations at the DOC and others to promote the project;
- Develop and maintain a project website;
- Assist the Consulting Evaluator in conducting surveys, questionnaires, and other assessment tools to understand educational and behavioral effects of project activities;
- Monitor the budget, approve expenditures, and prepare informal reports for the co-Directors;
- Oversee and facilitate program logistical arrangements such as: order equipment, prepare travel arrangements, schedule meetings, create correspondence and maintain operational office setting;
- Foster working relationships with regional community and sustainability leaders;
- Follow developments in relevant national organizations, e.g., Association for the Advancement of Sustainability in Higher Education (AASHE) and disseminate findings as appropriate;
- Compile and collate data, facilitate data inputting, analyze results and produce documentation of findings.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated ability to translate and present scientific and / or complex information to individuals and groups of people;
- Demonstrated skill and ability to research scientific information including: locating, identifying, reading, interpreting and understanding scientific information and conveying it to various audiences;
- Demonstrated ability to work efficiently and effectively in a highly collaborative, non-hierarchical interdisciplinary institution, and in a hierarchical, closely regulated institution;
- Ability to take the initiative in directing the program and its individual projects;
- Demonstrated ability to work effectively and respectfully in a collaborative, culturally diverse work environment including the ability to work well with people of different educational, racial, ethnic, socioeconomic, gender and sexual orientation, and varying abilities and educational backgrounds;
- Possess excellent written and public presentation skills;
- Demonstrated skill and ability in researching and compiling articles and other information of a scientific nature;

KNOWLEDGE, SKILLS AND ABILITIES (continued)

- Demonstrated ability to foster and maintain outstandingly good working relationships across administrative, facilities, student, and institutional sectors;
- Demonstrated skill and ability to produce papers and reports including graphical analysis and discussion of findings;
- Proficient in the use of Microsoft Office including Word, Excel and Outlook;
- Proficient in the use of databases including data entry and extraction;
- Ability to develop and maintain a website;
- Possess strong interpersonal, communication and organizational skills;
- Ability to work independently with minimal supervision;
- Ability to interact with scientists in academia, governmental agencies, and the private sector;
- Proven skill and ability to direct the work of others;
- Possess exemplary professional integrity;
- Knowledge of management principles involved in strategic planning, resource allocation, leadership, and the coordination of people and resources;
- Skill and ability to manage a budget;
- Ability to work occasional evenings and weekends;
- Ability to travel.

CONDITIONS OF EMPLOYMENT

- Must provide proof of identity and employment eligibility within three (3) days of beginning work;
- Must submit to a background check;
- May require occasional evening and weekend work;
- May require travel.

APPLICATION PROCESS

Please carefully read the job bulletin and submit **all requested items by the review date for first consideration**. After the review of applications begins, this position may close without further notice. Applicants will not be notified once a closing date has been established. The committee in its screening of applicants will assume your abilities and experience include only those elements specifically documented within your application materials. By submitting a completed application for this position you are acknowledging that all of the information that you have submitted to apply for this job is true and complete to the best of your knowledge. You understand that The Evergreen State College may verify this information and that untruthful or misleading answers are cause for rejection of your application or dismissal if you are hired.

TO SUCCESSFULLY APPLY AND BE CONSIDERED FOR THIS POSITION YOU MUST COMPLETE AND SUBMIT ALL THE FOLLOWING REQUIRED APPLICATION MATERIALS:

1. A letter of application that clearly states how you meet the minimum qualifications and the extent to which you meet the desired qualifications and that thoroughly describes how your qualifications, training and experience have prepared you to demonstrate the first 6 Knowledge, Skills and Abilities statements listed above.
2. A resume which includes a chronological work history that details your education, training and professional experience including months and years in each position.
3. At least three work-related references (required) including the names, current addresses and telephone numbers and an Affirmative Action Data Sheet (optional). See attached forms.

Materials may be submitted using any one of the following options:

- ❖ **Email:** jobline@evergreen.edu
- ❖ **Mail:** The Evergreen State College
Human Resource Services, L3102
2700 Evergreen Parkway NW
Olympia, WA 98505
- ❖ **Fax:** (360) 867-6823
- ❖ **Or in person to the Human Resource Services office.**

Application materials submitted to the College become property of the College and will not be returned.

To request disability accommodation in the application process, call the Human Resource Services Office at (360) 867-5361 (voice), or (360) 867-6834 (TTY) or email your request to jobline@evergreen.edu.

Changes and/or modifications to this bulletin will be located in the Human Resource Services Office, Library Building, room 3102 and on our web site at: www.evergreen.edu/employment

Committed to equal opportunity and operating with an Affirmative Action Plan, The Evergreen State College is working to build a diverse faculty and staff. We strongly encourage qualified persons of all races, ethnicities, and sexual orientations, persons of disability, persons over forty, women, Vietnam Era and disabled veterans to apply.

EVERGREEN

AFFIRMATIVE ACTION DATA

Please complete and return this form with your employment application package.

Name: (Print) _____

Position: SUSTAINABLE PRISONS PROJECT MANAGER 2009-038MSM

Check the item that best describes how you first heard about this position.

____ Evergreen's web site

____ Evergreen Colleague

____ Letter/E-mail from Evergreen's Office for Equal Opportunity

____ Colleague not at Evergreen

____ I was nominated

____ Chronicle of Higher Ed

____ An organization electronic notice: _____

____ An organization publication: _____

Other web site: _____

Newspaper or other publication: _____

Other: _____

The Evergreen State College is an equal opportunity employer. The College's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the college requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

This information will be separated from your application and handled confidentially by the Office for Equal Opportunity.

Please check any/all of the following that apply:

Male

Female

African American/Black

Asian/Pacific Islander

Age 40 or older

Caucasian/White

Hispanic/Latino

Person with a disability

Native American/American Indian/Alaska Native

Special Disabled Veteran (30% or more disability)

Vietnam Era Veteran (served 180 days or more between 2/28/61 and 5/7/75 and does not have a dishonorable discharge)

EVERGREEN

REFERENCES

Name: (Print) _____

Position: SUSTAINABLE PRISONS PROJECT MANAGER 2009-038MSM

References: Please print or type: Name, position title, current address and telephone number.

1. _____

2. _____

3. _____

(List additional references on separate sheet)

"I hereby authorize The Evergreen State College to make inquiries regarding my education, work experience and references, unless otherwise stated. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give."

Comments: _____

Signature of Applicant

Date