



Sustainability in Prisons Project (SPP) Green Track Program Coordinator



Position title: SPP Green Track Program Coordinator
Employer: The Evergreen State College
Hours: 19 hrs/week, mostly during regular business hours
Duration: July 1, 2017 to June 30, 2018; one-year extension dependent on funding
Location: Sustainability in Prisons Project offices (Seminar 2 E 2119 and 2116)
Pay: \$15/hour; additional funding may be available for thesis work on an SPP topic
Supervisor: Joslyn Rose Trivett, SPP Education & Outreach Manager
To apply: Send cover letter and resume to Joslyn Rose Trivett trivettj@evergreen.edu by 5pm, June 5th 2017

POSITION DESCRIPTION

Responsibilities

The Sustainability in Prisons Project is a partnership founded by The Evergreen State College (Evergreen) and the Washington Department of Corrections (WA Corrections). Graduate students work collaboratively with both partners and additional program partners to coordinate programs and support SPP's mission:

Our mission is to bring science, environmental education, and nature into prisons. In response to the dual crises of ecological degradation and mass incarceration, we create programs to reduce the environmental, economic, and human costs of prisons. Scientists, inmates, prison staff, students, and community partners empower each other to innovate inside and outside prison walls. Together we promote education, conserve biodiversity, support sustainable practices, and help build healthy communities.

This position will coordinate efforts of both founding partner organizations (Evergreen and WA

Sustainability in Prisons Project (SPP) Green Track Program Coordinator April 2017
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Corrections) and other partners in providing and tracking educational and job training programs that are part of a statewide “Green Track.” At this time, key Green Track programs are **Roots of Success (Roots)**, an environmental literacy program, and **beekeeping**, keeping honeybee hives and associated education/certification. Supporting and advancing these two programs are the position’s primary focus and responsibility, and the work requires substantial outreach and partnership building, necessitating strong social and communication skills. Also, as a member of the SPP-Evergreen team, the position contributes to team building and advancing SPP as a whole. Specific tasks detailed below.

Reporting, Accountability, and Advancing SPP

- Provide weekly updates to supervisor and to the team every two weeks at SPP staff meetings.
- Actively participate in promoting the staff team and the organization as a whole, including:
 - Participate in team meetings.
 - Create and collaborate on outreach and dissemination materials
 - Identify and act on opportunities for inter-program support and enhancements
 - Present on SPP to varied audiences in multiple venues
 - Consider and contribute to proposals for new funding for SPP programs
- Maintain good communication through regular updates with team members at each site.
- Update tasks lists and keep current in a format agreeable to coordinator and supervisors.
- Provide reports detailing accomplishments and progress as required by funding source.

“Green Track” Program Development

- Be familiar with Green Track concept and scope. As time and resources allow, contribute to new Green Track programs and initiatives.

Roots of Success

- Coordinate and track efforts of Evergreen, WA Corrections, and Roots of Success staff to deliver the environmental literacy curriculum, Roots of Success (Roots), to inmates at multiple sites in Washington.
- Track updates to curricula, supplementary materials, surveys, and other required paperwork and distribute to all program facilities.
- Act as liaison between Roots staff and staff at each participating prison facility.
- Maintain program protocols and share with participating partners and facilities as needed.
- Maintain (and improve as needed) systems for tracking all Roots activities and progress and share tracking information with participating staff as needed.
- Visit prison sites across the state to assist with Roots program planning, implementation, and delivery. When possible, attend classroom sessions and graduation events.
- Assist with Roots program evaluation as needed; use evaluation data to develop reports to be shared with all partner organizations.
- Develop and update outreach and support materials to promote Roots within and beyond WA Corrections.
- Coordinate instructor and Master Trainer trainings, and attend when possible.

- Basic administrative tasks such as: print and copy materials, order supplies, schedule meetings, and reserve classroom and meeting space.
- Other duties as assigned.

Beekeeping

- Coordinate and track efforts of Evergreen, WA Corrections, and Beekeeping Associations and volunteers to deliver and enhance existing programs at multiple sites in Washington, and establish new beekeeping programs as resources and interests allow.
- Promote and support inclusion of beekeeping education and Washington State Beekeepers Association certification for every beekeeping program; determine preferred strategies for course delivery in prison, and disseminate and support those strategies.
- Promote and support inclusion of job training opportunities within programs, including manufacturing and distributing beekeeping products and equipment.
- Act as liaison between Beekeeping Association volunteers and staff at each participating prison facility.
- Maintain Beekeeping Guide and program protocols and share with participating partners and facilities as needed.
- Maintain (and improve as needed) systems for tracking all Beekeeping activities and progress and share tracking information with participating staff as needed.
- Visit prison sites across the state to assist with Beekeeping program planning, implementation, and delivery. When possible, attend classroom sessions and graduation events.
- Assist with Beekeeping program evaluation as needed; contribute to survey development, and use evaluation data to develop reports to be shared with all partner organizations.
- Develop and update outreach and support materials to promote Beekeeping within and beyond WA Corrections.
- Basic administrative tasks such as: print and copy materials, order supplies, schedule meetings, and reserve classroom and meeting space.
- Other duties as assigned.

Opportunities

- Work in a collaborative, engaged community of corrections professionals, scientists, researchers, faculty, staff, students, and offenders.
- Provide valuable contributions to other SPP programs.
- Assist in offering environmental literacy curriculum to incarcerated adults

Required Qualifications

- Currently enrolled in an Evergreen graduate program
- No other student employment
- Available to work 19 hours a week typically 4-5 hour shifts 4 days/week during office hours Monday-Friday (some hours may be flexible)

- Available and reliable vehicle for trips to prisons in western Washington (mileage will be reimbursed)
- Willingness and ability to recruit and orient new partners
- Willingness and ability to work safely in a correctional setting and to communicate and collaborate with Corrections staff and supervisors to address concerns and respond to inmate requests
- Excellent verbal and written communication skills
- Substantial administrative experience and/or aptitude
- Willingness and ability to follow directions, collaborate on projects, and give, hear, and respond to feedback