



Sustainability in Prisons Project (SPP) Workshop Series Coordinator



Position title: SPP Workshop Series 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 coordinates efforts of founding partner organizations (Evergreen and WA Corrections), and

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For more information, see sustainabilityinprisons.org and facebook.com/sustainabilityinprisons

other partners in providing the monthly workshop series program at two WA state prisons, one-time workshops and lectures at additional prisons, plus other educational activities. The position is focused on outreach and event facilitation, and requires 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.

Workshop Series Administration

- Coordinate one workshop each month for two prisons: Washington Corrections Center for Women and Stafford Creek Corrections Center. Coordinate 6 workshops or more each year for other WA prisons.
- Recruit guest experts, prepare their contracts, arrange security clearance and transportation, and promote each workshop in-prison.
- Assist guest experts in preparing their sessions.
- Coordinate media, equipment, and location needs for each workshop
- Solicit from experts supplementary materials to enhance the workshop topic; make those materials available at and after the workshop.
- Document and record workshop guest experts, topics, and associated media (photos, video, blog posts, etc.)
- Follow up with experts after their sessions with a thank-you note and questionnaires.
- Follow up with workshop students' requests for further information about workshop topic(s); in response to strong in-prison interest, connect guest experts and other interested community members with prison staff to facilitate direct development of science and sustainability programs.
- Facilitate donations of books or other materials on the behalf of guest experts to prison libraries or offices; track and promote book donations to build prison libraries.
- Track workshop attendance and create certificates for students reaching milestones for workshop attendance; help coordinate award of certificates to recipients.
- Update, maintain and ensure SPP-Evergreen team access to online files, including: lists of topics, past and potential guest experts; program budget accounting (tracking spending on honoraria and workshop materials); program evaluation surveys for guest experts.
- Update workshop series protocols to represent current best practices.

Workshop Delivery

- Assist with all elements of workshop delivery
- Promote other SPP programs to workshop students
- Prepare and share hard copy articles, blogs, and photos of the workshop series with students and program partners, as resources allow
- Share any security concerns and in-person inmate requests with WA Corrections staff and respond according to their advisement

Workshop Series Evaluation

- In collaboration with SPP and WA Corrections staff, develop and administer workshop series evaluation program to participating inmate-students.
- Administer pre- and post-workshop questionnaires for guest experts on their participation in SPP lectures or workshops
- Maintain tracking and survey data on all workshops and lectures, including those coordinated/hosted by other SPP staff or DOC staff (e.g. lecture series at CRCC)
- Create and update evaluations protocols
- Collaborate with other SPP staff and evaluators at Department of Corrections on evaluating SPP workshop series statewide, improving surveys, and contributing to evaluations programs that can be used for the SPP Network.

Supervision

- Direct the work of volunteers and undergraduate interns who provide general program and research support

Educational Opportunities

- Work in a collaborative, engaged community of scientists, researchers, faculty, staff, and students
- Respond to SPP staff requests for review, research, and co-authoring
- Present on SPP and our education and evaluations programs at conferences, publish articles, and actively share knowledge with other groups about engaging the incarcerated community in conservation and education.
- Provide valuable contributions to SPP programs and contribute to the establishment of the SPP Network

Required Qualifications

- Currently enrolled in an Evergreen graduate program
- Available to work 19 hours a week, mainly during office hours Monday-Friday (some hours may be flexible)
- Willingness and ability to recruit and guide guest experts
- Current driver's license and available and reliable vehicle for trips to prisons in western Washington (mileage will be reimbursed)
- 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
- Willingness and ability to follow directions, collaborate on projects, and give and hear feedback