



## Sustainability in Prisons Project (SPP)

### Lecture Series Coordinator



**Position title:** SPP Lecture Series Coordinator – SPP Graduate Research Assistant  
**Employer:** The Evergreen State College (Evergreen) and WA Correctional Industries (WCI)  
**Hours:** 19 hrs/week, mostly during regular business hours  
**Duration:** August 1, 2015 to June 30, 2016, , with possibility of one-year extension  
**Location:** Sustainability in Prisons Project office (Seminar 2 E 2119)  
**Pay:** \$14/hour; possible funding for thesis work on SPP topic  
**Supervisor:** Joslyn Rose Trivett, SPP Network Manager (Evergreen): [trivettj@evergreen.edu](mailto:trivettj@evergreen.edu)

**Apply by emailing a cover letter, resume, and three references to [trivettj@evergreen.edu](mailto:trivettj@evergreen.edu).**

#### **Responsibilities:**

The Sustainability in Prisons Project is a partnership between The Evergreen State College (Evergreen) and the Washington Department of Corrections (WDOC), and Graduate Research Assistants work collaboratively with both partners and additional program partners to support SPP's mission:

To bring science and nature into prisons. We conduct ecological research and conserve biodiversity by forging collaborations with scientists, inmates, prison staff, students, and community partners. Equally important, we help reduce the environmental, economic, and human costs of prisons by inspiring and informing sustainable practices.

As the main focus of their work, Graduate Research Assistants are assigned to coordinate logistics and delivery of a single program. This position coordinates the monthly lecture series program (which includes both lectures and workshops) at two WA state prisons, one-time lectures and workshops at additional prisons as resources allow, plus other educational activities. Tasks include:

### **Lecture Series Administration**

- Recruit guest lecturers, prepare lecturer contracts, and arrange security clearance and transportation
- Assist guest lecturers in preparing their presentations
- Coordinate media, equipment, and location needs for each lecture
- Solicit from lecturers supplementary materials to enhance the lecture topic and make those available at the lecture
- Document and record lecture presenters, topics, and associated media (photos, video, blog posts, etc.); save pieces on SPP server and website
- Follow up with lecturers after their presentations with a thank-you note and questionnaires
- Follow up with lecture attendees' requests for further information about lecture topic(s)
- Connect guest lecturers 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 lecturers to prison libraries or offices
- In coordination with WDOC staff, create fliers to promote each lecture in-prison.
- Track lecture attendance and create certificates for attendees reaching milestones for lecture attendance; help coordinate award of certificates to recipients
- Update lecture series protocols to represent current best practices
- As time allows, support lecture series students' requests to pursue credit-bearing programs at The Evergreen State College. For inmates who request such, this includes supplying admissions packages (for post-release attendance) and coordinating Independent Learning Contracts (ILCs).

### **Lecture Delivery**

- Assist with all elements of lecture delivery
- Promote other SPP programs to lecture attendees
- Prepare and share hard copy articles and blogs on the lecture series with attendees, as resources allow
- Share any security concerns and in-person inmate requests with WDOC staff and respond according to their advisement

### **Lecture Series Evaluation**

- In collaboration with SPP and WDOC staff, develop and administer lecture series evaluation program to participating inmate-students.
- Administer pre- and post-lecture questionnaires for guest lecturers on their participation in SPP lectures or workshops
- Maintain tracking and survey data on all lectures and workshops
- Create and update evaluations protocols

- Collaborate with other SPP staff and evaluators at Department of Corrections on evaluating SPP lecture 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

### **Media and Outreach Tasks**

- Write blog entries and other website content about events and accomplishments
- Prepare program “fact sheets” and posters for media, visitors, conferences, and outreach events
- Update SPP’s Facebook™ page with program and SPP updates
- Represent SPP to the media as needed
- Participate in community outreach activities

### **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

### **Reporting & Accountability**

- Provide weekly updates to supervisor
- Provide biweekly updates at SPP staff meetings
- Send bi-weekly or monthly email updates to program partners
- Update tasks lists and keep current in a format agreeable to coordinator and supervisor
- Provide reports detailing accomplishments and progress as required by funding source

### **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)
- Available and reliable vehicle for trips to prisons in western Washington (mileage will be reimbursed)
- Excellent verbal and written communication skills
- Willingness and ability to follow directions, collaborate on projects, and give and hear feedback