



Sustainability in Prisons Project (SPP) Roots of Success Coordinator



Position title: SPP Roots of Success Coordinator
Employer: The Evergreen State College (Evergreen) and WA Correctional Industries (WCI)
Hours: 19 hrs/week, mostly during regular business hours
Duration: January 2014 to June 30 2015 (18 months)
Location: Sustainability in Prisons Project office (Seminar 2 E 2119) and WA Correctional Industries HQ in Tumwater
Pay: \$14/hour
Supervisors: Joslyn Rose Trivett, SPP Network Manager (Evergreen): trivettj@evergreen.edu and Lucienne C. Banning (WCI): lcbanning@DOC1.WA.GOV

Apply by emailing a cover letter, resume, and three references to trivettj@evergreen.edu and lcbanning@DOC1.WA.GOV by 5:00pm on January 13th, 2014. We will respond with offers to interview during the week of January 20th.

Responsibilities

Support the missions of two organizations: the Sustainability in Prisons Project (SPP) and Washington Correctional Industries (WCI). The Sustainability in Prisons Project is a partnership between The Evergreen State College (Evergreen) and the Washington Department of Corrections (WDOC). The mission of the SPP is to

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.

The mission of Washington Correctional Industries (WCI) is

To maintain and expand offender work training programs which develop marketable job skills, instill and promote positive work ethics, and reduce the tax burden of corrections. Correctional

Industries has a new initiative to support re-entry to the community, which includes a focus on “work readiness” for participating offenders.

This position will assist staff from the three partner organizations (TESC, WDOC and WCI) in providing [*Roots of Success* \(Roots\)](#), an eco-literacy curriculum, to incarcerated men and women in Washington. **A primary goal for this position is to establish and maintain systems that will support expansion of the Roots of Success program to all 10 WDOC prisons and WCI headquarters.**

Tasks

- Provide assistance to staff from three organizations (WCI, SPP and WDOC) to provide and track an eco-literary curriculum, Roots of Success (Roots), to corrections staff and inmates at multiple sites in Washington.
- Act as liaison between Roots staff and staff at each participating prison facility.
- Establish, improve, and maintain systems for tracking all Roots activities and progress including:
 - Instructor trainings and participation;
 - Class size, schedule, number of participants, quiz tallies, graduates, and pre- and post-class survey submissions at every participating prison facility;
 - A list of program support team members at each participating site including contact information and role.
 - Share tracking information with participating staff as needed.
- Develop and update outreach and support materials to recruit participants and promote the Roots program in WA Corrections.
- Visit sites across the state to assess readiness for Roots delivery and progress.
- Assist WDOC and WCI staff with development of participant selection criteria and interviews to select inmate instructors.
- Assist with assessment tool development, evaluation survey data entry, tracking, and analysis as needed.
- Use evaluation data to develop reports to be shared with all three partner organizations.
- Write blog entries and provide information on the progress of each program for agency and organization website use.
- Take photos and video of training sessions as needed; catalog and share photo and video materials with partner organizations.
- Participate in instructor training as needed.
- Present the WA *Roots of Success* program to various audiences as needed.
- With Correctional Industries staff, identify and provide training and opportunities for Correctional Industries offenders to include coordinating job fairs, assistance with resumes, mock interviews, and collaborating with partners specializing in re-entry.
- Organize Roots graduation events.
- Basic administrative tasks such as: print and copy materials, order supplies, schedule meetings, and reserve classroom space.
- Other duties as assigned.

Reporting & Accountability

- Provide weekly updates to both position supervisors and at SPP team meetings.
- Maintain good communication through regular updates with support team members at each site.
- 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.

Opportunities

- Work in a collaborative, engaged community of corrections professionals, scientists, researchers, faculty, staff, students, and inmates.
- Provide valuable contributions to SPP programs and contribute to the establishment of a the new SPP Network.

Required Qualifications

- Currently enrolled in an Evergreen graduate program
- No other employment with or paid by Evergreen
- Available to work 19 hours a week, mainly during office hours Monday-Friday (some hours may be flexible)
- Excellent verbal and written communication skills
- Substantial administrative experience and/or aptitude
- Willingness and ability to follow directions, collaborate on projects, and give and hear feedback