



## **Job Description: Program Coordinator (part time-temporary)**

The Green Life peer education self-sufficiency and eco-literacy program teaches incarcerated individuals and those reentering community the importance of a healthy relationship with the Earth. Past and potentially future activities include teaching permaculture principles, life skills, and emotional readiness to inmates inside San Quentin prison. Current activities include working with re-entry (post release) programs to design a permaculture-based training program along with partners for job readiness and restorative healing. Green Life is a fiscally sponsored project of Earth Island Institute; this position would be an employee of Earth Island.

Job Duties include:

### **Assist Green Life Director with Community Capacity Fund deliverables:**

- Conduct a survey of past and current participants, target population and Strategic partners/other NGO's.
- Using evidence-based practices, evaluate existing programs including pre-release re-entry planning, re-entry intergenerational restorative justice program and post-release services.
- Conduct staff, participants, and partners retreat to inform Strategic Plan/Theory of Change model.
- Research County and Federal reentry plans to see alignment with current and potential programs- including studies on reentry results based accountability evaluation and best practices, changes in legislation and funding.
- Train staff on new accounting software and new case-management software for reentry.
- Refine and package our program model in order to make it replicable and deliverable to the field. Identify and attend speaking engagements and conferences.
- Gather testimonials from former and current program participants.
- Publish articles on program and impact.
- Organize and hold a one-day workshop on best practices in reentry. Contact County Probation and Legal support staff to present at workshop. Invite sector partners and other Community Capacity Building grantees to attend and present.
- Assess Green Life evaluation tools and methods. Update reentry curriculum and manual based on sector information. Help other partners to design reentry programs.

Other duties include:

- Assist with CCF monthly progress report and invoicing
- Attend meetings with county probation and capacity building consultants.
- Assist with recruiting participants for Green Life programs.

Logistical duties include making phone calls, emails, coordinating and attending meetings with participants and volunteers.

**Qualifications:**

- Proficient command of English grammar and spelling, basic math
- Must be proficient in Google Docs, MS Office, Word and Excel
- Experience with Constant Contact and inDesign is a plus but not required
- Past Office Administration and event planning is a plus but not required
- Pride in appearance
- Interest in the mission of Green Life and some knowledge of the county and state prison and jail systems, environmental justice and sustainability sector is a plus

**Skills:**

- Strong attention to detail and organizational skills required
- Strong writing, communication and interpersonal skills

To Apply:

Please send cover letter, resume and a writing sample to Angela Sevin, Project Director at [angela4change@gmail.com](mailto:angela4change@gmail.com) by November 15, 2017.

This is a part-time, temporary position based on existing funding. The position is expected to last one-year with the potential of extension based on funding.

Salary is \$41,600 FTE.