

Mellon/ACLS  
PUBLIC FELLOWS PROGRAM 

<b>Job Title:</b>	Community Engagement Director
<b>Organization:</b>	Alliance for Higher Education in Prison
<b>Location:</b>	Denver, CO
<b>Start Date:</b>	August 3, 2020

## ORGANIZATION DESCRIPTION

The Alliance for Higher Education in Prison (the Alliance) is dedicated to expanding quality higher education in prison, empowering students in prison and after release, and shaping public discussion about education and incarceration. The Alliance and its members believe that all people, regardless of their location or circumstance, should have access to quality higher education. Higher education in prison begins to challenge the lack of resources, support, and connection between people that will challenge systems of injustice and that all humans need to thrive.

The Alliance is committed to embedding equity and inclusion in our network. As a newly formed organization, we strive to do this in a variety of ways, including but not limited to: increasing educational access for all students, including people in prison who have traditionally been excluded from such opportunities; challenging the existing equity gaps in educational access based on race/ethnicity and/or class status; centering our work around leadership development of people who have been impacted by the criminal-justice system. Learn more at <http://www.higheredinprison.org/>.

## POSITION DESCRIPTION

The Alliance seeks a Community Engagement Director to lead the organization's efforts to collect, manage, create, and disseminate information and resources, such as reports, webinars, toolkits, and project updates to be shared with our stakeholder community. This effort will work in conjunction with the launch of the Alliance's new website and will also support ongoing projects, including our annual survey of higher education in prison programs, internal evaluation, bi-annual stakeholder reports, published journal, and speaker's bureau. These efforts will be part of the Alliance's efforts to build community and ensure quality practice in the field and will contribute to keeping stakeholders informed and engaged with the Alliance.

The Community Engagement Director will report directly to the Alliance's Director and will collaborate with the rest of the Alliance's small staff as well as a number of consultants to ensure that information and resources that the Alliance produces are useful, relevant, and accessible to our stakeholders. Over time, the Community Engagement Director will assume more responsibility and staff supervisory roles within the organization.

Key duties and responsibilities:

- Collaborate with a team of staff to ensure that the Alliance is sharing relevant, meaningful, and timely information with our network.
- Support efforts to create mechanisms for stakeholders to learn from and share with each other, including sharing program resources, materials, and information about their individual higher education in prison programs, and helping to determine peer learning best practices.

Visit <http://www.acls.org/programs/publicfellowscmp> to learn more about the Mellon/ACLS Public Fellows program. This position is only available through this program; please do not contact the host organization directly.

- Develop and implement the Alliance’s knowledge and information management strategy by designing, constructing, and maintaining in-house and public databases and archives of relevant material and creating standards and systems for coding, entering, and editing data in a variety of database formats.
- Collaborate with staff and consultants to establish and produce content for a journal on higher education in prison.
- Write various types of documents based upon information/data collected: reports on Alliance projects and activities, learning toolkits for stakeholders, evaluations of internal and external Alliance projects.
- Contribute to a team of staff and consultants working to maintain the most extensive database of higher education in prison programs through a nation-wide landscape project and annual survey.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Demonstrated ability to analyze information and write for multiple audiences;
- Outstanding communication (written, verbal, presentation, etc.) and interpersonal skills;
- Strong organizational and time management skills;
- Ability to analyze problems and take initiative and responsibility to problem-solve;
- Proficiency with information technology, including Microsoft Office (Excel in particular), Google Drive/G Suite, online databases and search engines (academic and public), and web-based CMS;
- Knowledge of online discovery and retrieval systems and general principles related to the organization of information (tagging, dictionaries, glossaries, etc.);
- Commitment to social justice, particularly working on behalf of people incarcerated and formerly incarcerated;
- Ability to work well with diverse individuals across age, race, socioeconomic, ability, sexual orientation, gender identity, incarceration experience, and other lines; and
- The Alliance strongly encourages applications from people who have been impacted by the criminal justice system.

## STIPEND AND BENEFITS

Each 2020 Mellon/ACLS Public Fellow receives an annual stipend of \$70,000, as well as access to employer-based health insurance through the host organization. In addition, ACLS provides funds for relocation and professional development. Fellows receive professional mentoring and participate in career development programming, both in-person and virtually.

## APPLICATIONS

- All applications must be submitted through the ACLS online application system ([ofa.acls.org](http://ofa.acls.org))
- Application deadline: March 18, 2020, 9 p.m. Eastern Daylight Time

Visit <http://www.acls.org/programs/publicfellowscomp> to learn more about the Mellon/ACLS Public Fellows program. This position is *only* available through this program; please do *not* contact the host organization directly.