The Alliance for Higher Education in Prison
Program Assistant - Job 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 stakeholders 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 organization. As a new organization, we are striving 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.

This position will support the Alliance’s Director and staff through a variety of tasks related to organization, data management and communication. The Program Assistant will work remotely until the Alliance staff return to their Denver office in 2021.

This position can be full- or part-time. Full-time is considered 40 hours/week and part-time can be 20 – 39 hours/week.

Main Job Tasks and Responsibilities
- Maintain and create electronic and hard copy filing system
- Maintain digital and print records, documents and databases
- Prepare and edit documents including correspondence, reports, drafts, memos and emails
- Process reimbursement expenses and maintain records of receipts
- Provide administrative assistance to the Alliance Director, Advisory Board and other staff
- Other administrative and programs duties as assigned

Education and Experience Required
- Computer skills and knowledge of relevant software: experience with Microsoft office (including Excel)
- Experience with G-Suite
- At least one year of clerical and administrative work experience in procedures and systems such as, record keeping, writing reports and/or bookkeeping (this can include employment during incarceration)
- Associate degree (or higher)
Key Competencies
- Good communication skills - written and verbal
- Adept at planning, organizing, and prioritizing workload
- Analytical thinker, capable of independently assessing and solving problems
- Attention to detail and accuracy
- Flexible, adaptable, team player
- Ability to work well with people of diverse background and experiences

Salary, hours and application process
This is an hourly non-exempt position (the position is eligible for overtime) and compensation is commensurate with experience ($20-25 per hour). Annual benefits include: health, dental, vision, life and long-term disability insurance, vacation and holiday pay and staff wellness and professional development programs. All employees (full-time, part-time and on-call) may also participate in a 403b retirement plan (commencing on the first day of employment) with an employer contribution and match after two years of 1,000 hours worked each year.

Submit a cover letter and resume to: hiring@higheredinprison.org

Statement of Non-Discrimination
The Alliance and its fiscal sponsor Community Partners® is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.

The Alliance for Higher Education in Prison encourages and prioritizes applications from people directly impacted by and/or with lived experience of the prison system.