

March 2021

The Alliance for Higher Education in Prison
Research Project Manager
Job Description
Part-time/hourly (24-30hrs/week), non-exempt

About the Alliance for Higher Education

The Alliance for Higher Education in Prison (the Alliance) is a national network dedicated to expanding quality higher education in prison. The Alliance believes that all people, regardless of their location or circumstance, should have access to quality higher education. The Alliance is committed to embedding equity and access in our work. As a newly formed 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, primarily ones based on race/ethnicity and/or class status; centering our work around collaboration, co-learning and community building.

About the Research Project Manager Position

Under the direct supervision of the Alliance director, the Research Project Manager will support the Higher Education in Prison Landscape Project, which includes the Annual Survey of Higher Education in Prison Programs, National Directory of Higher Education in Prison Programs and a cohort program. Through the Landscape Project the Alliance is gathering information about programs across the country to create opportunities for collaboration, information sharing and co-learning. The person in this position will be responsible for coordinating the activities of the project team and project participants, updating and maintaining notes, agendas and records related to research design and administration, writing project and data analysis reports (for internal records and public distribution) and developing and managing schedules to ensure timely project completion. The Research Project Manager must have exceptional communication, organization, time management and team building skills and a familiarity with qualitative and quantitative research design. Additionally, applicant should be a creative, thoughtful and collaborative colleague, and be in strong alignment with the social, racial and education equity mission of the Alliance.

The Alliance for Higher Education in Prison strongly encourages applications from people who have been impacted by the criminal-justice system.

The Alliance's main office is located in Denver, CO and the Research Project Manager will have the option to work out of the Denver office or to work remotely. Relocation is not required. The Research Project Manager position is part-time, non-exempt and requires 24-30hrs/week.

Primary Roles and Responsibilities

- Collaborate with project partners, researchers, program associates, staff and others to ensure appropriate communication and workflow to ensure project completion
- Write reports for internal and external distribution
- Organize project teams and work groups
- Partner with other staff to ensure effective external communications, fundraising and grant writing, and materials and resource sharing
- Track process and ensure proper communication of timeline with project leads and project

partners to ensure timely completion of project tasks in line with project and objectives

- Coordinate work group meetings and associated logistics (including agenda development, meeting notes and other documentation)
- Keep up-to-date on project management software systems, practices and technological developments
- Support the broader mission of the Alliance and its work and collaborate on other projects as needed.

Required Qualifications:

- 2+ years of project management experience, with the demonstrated ability to manage multiple project components, including: timeline, principle investigators, budget management and logistics coordination
- Exceptional organizational, time management, interpersonal, written and oral communication skills
- Demonstrated experience with quantitative and qualitative research methodologies
- A Bachelor's degree
- Ability to collaborate with multiple project partners of various levels of experience and expertise with research projects
- Demonstrated commitment to social justice and anti-racism work

Preferred Qualifications:

- Experience using and programming data and evaluation tools
- Experience contributing to grant proposals and grant reporting
- Master's degree
- Experience working in higher education and/or criminal justice reform

Application and Deadlines:

Review of applications will begin on Monday, March 22, 2021. Applications will be reviewed on a rolling basis, until the position is filled.

To apply for this position, please submit the following:

1. Cover letter;
2. Resume or Curriculum Vitae;
3. Contact information (name, email and phone number) for three references.

Attach all materials in a single PDF document and submit to: [hiring@higheredinprison.org](mailto: hiring@higheredinprison.org) with "Research Project Manager application" in the subject line.

Compensation:

The Alliance for Higher Education in Prison provides a competitive salary and benefits package, commensurate with our size and budget. Starting salary range for the Research Project Manager is \$30-35/hour, commensurate with experience. All employees working more than 20 hours/week are eligible for health insurance, life and long-term disability insurance and employees working more than 30 hours/week are also eligible for dental and vision. All employees are eligible for vacation and holiday pay, professional development and wellness funding. Additionally, all employees may participate in a 403b retirement plan (commencing on the first day of employment) with an employer contribution (3%) and match (up to 3%) after two years of 1,000 hours worked each year.

Statement of Non-Discrimination:

The Alliance for Higher Education in Prison and its fiscal sponsor, Community Partners, is an equal opportunity employer committed to a diverse and inclusive workforce. In keeping with our mission and values, no employee or applicant will face discrimination or harassment based on: race, color, ancestry, national origin, religion, age, gender, marital/domestic partner status, sexual orientation, gender identity or presentation, disability status, veteran status or former incarceration status. The Alliance encourages for employment applicants who have been directly impacted by the criminal justice system and engages in review in a manner consistent with the guidelines of the Los Angeles Fair Chance Initiative for Hiring, a "ban the box" law that significantly restricts employers when conducting a criminal background check or taking adverse employment action merely because of an applicant's criminal history.

More information about the Alliance for Higher Education in Prison can be found on our website: www.higheredinprison.org