



PENNSYLVANIA  
**PRISON SOCIETY**  
*justice & compassion*

## Journalism Internship

### ***Description***

As an intern at the Pennsylvania Prison Society, [you will learn about the issues](#) surrounding prison conditions and the ways which the criminal justice system and advocacy organizations respond to them. You will also learn about how incarceration affects families and loved ones on the outside.

Journalism interns will work closely with the editors of our newsletter, [Graterfriends](#), which is written, in large part, by incarcerated individuals and sent out to subscribers in Pennsylvania prisons. *Graterfriends* reaches over 1,000 subscribers and is sent out 6 times a year.

This internship is a good fit for you if you have strong writing and communication skills, are interested in the behind the scenes work of creating a publication, and are passionate about prison reform issues, and ‘passing the mic’ to incarcerated authors who are the experts on living while incarcerated.

### ***Tasks and Responsibilities***

The tasks and responsibilities of journalism interns include, but are not limited to:

- ✓ Consistent and effective communication with Customer Service Associate
- ✓ Executing the tasks given to general Prison Society interns
- ✓ Reviewing all submissions received from incarcerated individuals to either accept or reject them for publication, as well as communicating with authors
- ✓ Typing, editing, and proofreading submissions
- ✓ Tracking suggestions from our Reader Survey to implement in future issues
- ✓ Researching materials to add to *Graterfriends*, such as updated resources, lists of state legislators, and mental health tips
- ✓ Updating subscriber tracking software with expiration dates and address changes
- ✓ Assisting in tracking data for each issue to reflect subscriber base
- ✓ Researching and writing an article for an edition of *Graterfriends*
- ✓ Managing archival *Graterfriends* data and issues

### ***Requirements***

Internships are available on a semester by semester basis, or for the full academic year with a minimum commitment of 10 hours per week. Interns may be undergraduate or graduate students. Due to COVID-19, remote internship opportunities are available. Some evening hours may be needed based on the availability of the Editor.

The tentative start date for this internship is Monday, January 10th, 2022.

This internship is unpaid, but students are encouraged to use it as an opportunity to get work study funding or academic credit. Please note in your application email if you are pursuing credit for your internship, and any deadlines or requirements needed to obtain credit or work study funding.

All interested applicants must submit a cover letter and resume to  
[frontdesk@prisonsociety.org](mailto:frontdesk@prisonsociety.org)

