General Internship

Description
As an intern at the Pennsylvania Prison Society, you will learn about the issues surrounding prison conditions and the ways in 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. Interns will help us meet the complex needs of incarcerated individuals and their families by participating in the daily operations of our office.

During your internship, you will be immersed in the history of the Prison Society, and learn about the organization’s unique positioning as the only organization with access under PA Statute to anyone incarcerated in state or county correctional facilities. Interns frequently engage in opportunities that arise outside the office such as visiting prisons, attending legislative events in Harrisburg, performing direct service with individuals who are returning from prison, and attending community events at Eastern State Penitentiary.

This internship is a good fit for you if you are flexible, passionate about criminal justice reform issues, and ready to engage with our staff on your interests, and lend your skills to help advance our organization’s mission of monitoring prison conditions, supporting people impacted by incarceration, and sharing information with the commonwealth.

Tasks and Responsibilities
The tasks and responsibilities of interns include, but are not limited to:
✔ Consistent and effective communication with Customer Service Associate
✔ Responding to letters from incarcerated individuals seeking vital information, including legal and re-entry resources
✔ Updating resources that are used by incarcerated individuals and their families
✔ Collaborating with staff members on projects in Social Services, Education & Advocacy, Communications, and Prison Monitoring
✔ Processing requests for Official Visitors
✔ Individual projects that arise based on the needs of the Society and interests of the intern such as collecting data from facilities for our COVID-19 dashboard, gathering resources for returning citizens, collaborating with outside organizations to create factsheets for our volunteers, and updating archival organizational documents
**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.

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