Communications and Development 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.

Communications interns will have additional, communications specific tasks. These interns will leave the internship with practical understanding of how communications and outreach are used to support a non-profit through social media, fundraising, and event planning. Communications interns will have the opportunity to work with and report to not only the Pennsylvania Prison Society, but also our contracted communications support, VIM Collaborative.

This internship is a good fit for you if you’re interested in developing your communication skills, want experience using Customer Relationship Management and communications software (such as Kindful, Mailchimp, etc), have good writing and communication skills, and are passionate about increasing public awareness about prison issues and prison reform.

Tasks and Responsibilities
The tasks and responsibilities of interns include, but are not limited to:
✔ Executing the tasks given to general Prison Society interns
✔ Preparing the society for public events, such as the Spring Gathering
✔ Creating and sharing content on social media which supports the Prison Society’s mission
✔ Recommending changes to social media strategy to reach a diverse audience
✔ Assisting in the research for possible grants and funders
✔ Managing and sending acknowledgements for donations received by the society
✔ Assisting communications support team in updating Prison Society website in Spring 2022
✔ Scheduling/sending out weekly supporter updates
**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](mailto:frontdesk@prisonsociety.org)