



PENNSYLVANIA
PRISON SOCIETY

justice & compassion

2021 Internships - Job Descriptions

Philadelphia, PA

To apply, all applicants must send a resume and cover letter to
customerservice@prisonsociety.org.

2021 Internships

[The Prison Society](#) is now accepting applications for Fall 2021 internships. To apply, all applicants must send a resume and cover letter to customerservice@prisonsociety.org. Internships are unpaid with a 10 hour/week minimum requirement. We encourage interns to apply for funding or credit through their university. There are no major requirements for internships.

*** Due to COVID19 we are offering both in person and remote internships ***

The Prison Society offers three types of internships:

General 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. Interns will help us meet the complex needs of incarcerated individuals and their families by participating in the daily operations of our office.

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 re-entering society, and attending community events at Eastern State Penitentiary.

Tasks and Responsibilities

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

- Responding to letters from incarcerated individuals seeking vital information including legal and re-entry resources
- Selling bus tickets to family members who are visiting incarcerated loved ones
- Answering phone calls from people seeking help for an incarcerated individual

- Updating resources that are used by incarcerated individuals and their families
- Processing requests for Official Visitors
- Individual projects that arise based on the needs of the society and interests of the intern such as creating and executing a volunteer survey and researching deaths in custody in Pennsylvania

Journalism Internship

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. Interns may participate in all aspects of publication including reviewing possible submissions, editing, typing, and researching topics to be discussed in the newsletter.

Tasks and Responsibilities

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

- Executing the tasks given to general Prison Society interns
- Reviewing all submissions received from incarcerated individuals to either accept or reject them for publication
- Typing submissions that are handwritten
- Editing and proofreading
- Updating mailing lists with expiration dates and address changes
- Communicating with authors about submissions and any changes that need to be made for publication
- Researching and occasionally writing an article for an edition of Graterfriends

Communications and Development Internship

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 the communications organization, VIM Collaborative.

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
- Creating and sharing content on social media which supports the Prison Society's mission
- Assisting in the research for possible grants and funders
- Managing and sending acknowledgements for donations received by the society
- Updating the Prison Society website when needed
- Preparing weekly updates to our supporters

