



PENNSYLVANIA
PRISON SOCIETY
justice & compassion

Prison Monitoring State Director Job Description
Philadelphia, PA

Apply [HERE](#) by Wednesday, April 1 at midnight EST

The Challenge & Opportunity

On any given day, 76,000 Pennsylvanians are incarcerated in state prisons and county jails. Incarceration in Pennsylvania increased 500 percent since 1980 while the crime rate has gone down. Twenty-five percent of incarcerated people in Pennsylvania have not been convicted of a crime -- they are deprived of their liberty and housed in prisons while they await trial. Lack of access to health care and other issues abound during periods of incarceration. Many people leave jail worse off than when they entered. For more than 230 years, [the Society has led the nation](#) in calling for a just and humane criminal justice system.

As Pennsylvania's independent prison monitor, we work to stop abuse and trauma. Every month, more than 250 incarcerated people and their families ask the Society for help with issues they face inside prison. Written into Pennsylvania law, Society staff and volunteers respond to these complaints by going into correctional facilities, meeting with incarcerated people, and providing real-time information on prison conditions. We are the only organization in the state that provides public witness to what happens behind prison walls.

The Prison Monitoring State Director leads this body of work. The Director is responsible for refining the Prison Society's volunteer prison monitoring efforts across the Commonwealth. Within the first year, the Director of Prison Monitoring will recruit and manage two field organizers to help grow, support, and improve the work of 260 volunteer prison monitors. The Director will serve as the Society's primary liaison with state and local prison administrations, the Pennsylvania Department of Corrections, allied organizations, and other issue campaigns across the state. With the support of experts and consultants, the Director will develop new trainings, reporting mechanisms, and monitoring tools to improve the quality of our work and our impact.

Your Legacy

You are at the vanguard of the progressive correction reform movement and will lead a significant body of work for one of the most impactful nonprofit organizations with access to jails and prisons in the United States. Building off of existing

momentum, you will implement an updated approach to how prisons are monitored in Pennsylvania. In addition, you will continue to research other innovative ways the Prison Society can monitor prisons and better demonstrate to the public about what life is like for someone who is incarcerated.

Your Charge (What You'll Be Doing):

- **Design and lead the strategic expansion of the Prison Society's prison monitor volunteer network.** With the support of 1-2 field organizers, you will recruit and provide training (currently being developed) for volunteers in all 62 county and 25 state prisons. These volunteers respond to the concerns of incarcerated individuals and their families and report their findings back to you on a monthly basis.
- **Be the authority on prison conditions** and monitoring in Pennsylvania and the face of the Prison Society to our volunteers and supporters. Represent the Society to prison officials, policy makers, national and local coalitions, and stakeholder groups.
- **Partner with researchers and international experts** in data collection, analysis, and design of new tools in this burgeoning field. You assist in producing regular reports on prison conditions and in designing new tools and approaches for our prison monitoring work.
- **Ensure the integrity of the data we collect, and what we report.** You will build out data collection processes, provide quality assurance to our data, work with consultants to analyze it, and act as the spokesperson for reporting out our findings.

How You'll Go About It (while not all of these are requirements, the strongest applicants will see themselves in more of these competencies than not):

- **You are an expert organizer of field staff and volunteers.** You know how to motivate and galvanize volunteers around a mission that compels them to act and move the needle on prison reform. You are thoughtful and comfortable training volunteers and holding them accountable to standards and expectations. You have specific examples of how you've been sensitive to the needs and wants of a large dedicated volunteer base without being paralyzed by the need to include or please everyone.
- **You are innovative.** You are creative but tethered to reality. You approach your work expansively but practically. You pay attention to lessons learned and constantly fine tune as you go.
- **You bring integrity and leadership.** You prioritize getting the facts. You are careful when you speak. You are committed to the reputation of the Prison Society. You are comfortable as a leader. You have examples of when you were regarded as the voice of authority. You can point to examples where your leadership resulted in team accomplishment.
- **Your warm and professional demeanor works for everyone.** You adjust your communication style to appeal to disparate stakeholders including those who are incarcerated, top public officials, and everyone in between.
- **You are a consummate team player.** You're known for getting along with everyone in a small office regardless of their personality or stature and leverage their expertise to advance your work.

What You Need to Know

- **APPLY [HERE](#)** by Wednesday, April 1 by midnight EST - If the above speaks to you, we're excited to learn more about you!
- **Answers to Your Questions** - We have answered many of your candidate questions in our Frequently Asked Questions [HERE](#). Please be sure to read this before you apply.
- **Start Date** - May 2020
- **Salary** - \$72K. Medical and dental insurance coverage provided.
- **Flexible Time Off** - You'll work from 9am-5pm with flexible time off.
- **Manager** - You will report to [Claire Shubik-Richards](#), Executive Director of [the Society](#).

At the Society, we don't just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our staff, our mission, and our community. The Society is proud to be an equal opportunity workplace.