

Program Support Internship Description

Free Minds Book Club & Writing Workshop works to introduce youth incarcerated as adults at the DC Jail to the transformative power of books and creative writing. We are currently seeking a dedicated and enthusiastic individual to serve as Program Support Intern. This position is a great fit for students interested in prison justice, education, creative writing, social justice, or event planning.

This position is for 10-20 hours each week, and we can be somewhat flexible on scheduling. This internship offers a unique chance to make a direct and meaningful impact in the lives of young people and in the larger DC community, using the innovative tools of books and poetry.

Internship available starting in **September**. Start/end dates are flexible but we ask for at least a 3-month commitment. Applications accepted until position is filled. Please visit www.freemindsbookclub.org for more information on our programs.

Responsibilities

- Typing member poetry and providing constructive feedback
- Writing letters to the incarcerated youth in our program
- Researching information on job training and educational programs
- Decorating birthday cards for incarcerated Book Club members
- Creating activity kits and educational worksheets for Book Club members on solitary confinement
- Assisting with the preparation and planning of our "On the Same Page" violence prevention programs in DC public high schools
- Preparing and setting up for Write Night, our monthly community volunteer event
- Occasionally taking pictures at events, distributing evaluations, and following up with event partners and potential volunteers
- Providing support during our month-long Job Readiness and Life Skills Apprenticeship
- Tracking evaluations from violence prevention events
- Assisting with other program support as needed

Requirements

- Excellent organizational skills and attention to detail
- Interest in the nonprofit sector and social justice
- Flexible self-starter with willingness to take on a variety of assignments a must
- Strong work ethic and a good sense of humor
- Experience with word processing software required; experience with Microsoft Excel or Photoshop a plus
- Ability to manage time effectively and work independently in a fast-paced environment
- Comfortable working closely with a prison and returning citizen population

- Passion for books, creative writing, and the power of expression as a tool for change
- Creative with basic art skills a strong plus
- Available to work 10-20 hours per week