



Free Minds Prison Book Club Manager

About Free Minds

Free Minds Book Club & Writing Workshop builds community to foster personal development and systems change for justice-involved youth and adults through the literary arts, workforce development, trauma healing, peace-building, and member-led advocacy. We envision a DC where Black and Latine communities have abundant access to resources for healing, growth, creative expression, love, and connection. In our future, mass incarceration no longer exists.

Prison Book Club Manager

Free Minds Book Club & Writing Workshop seeks a passionate, experienced project manager and editorial leader to helm our Prison Book Club program, a long-distance, correspondence-based program with members incarcerated in prisons across the country. Reporting to the Deputy Director, the Prison Book Club Manager will ensure high quality service delivery for 800+ incarcerated members; this includes the publication of a magazine, personalized selection and shipment of thousands of books to incarcerated readers, coordination of a letter writing program with hundreds of volunteers, and facilitation of interactive digital events to foster community connections between writers and readers across prison walls.

Successful applicants will be committed to racial equity, strategic, highly organized, creative, flexible, collaborative, and tech savvy.

Core Duties and Responsibilities

Program and Project Management

- Oversee and direct flow of correspondence from current and prospective members. This includes reading incoming mail, assigning follow up to the appropriate staff, volunteer, or intern, and reviewing the follow up letters to the inquiries.
- Using Efforts to Outcome (ETO), our case management database, track correspondence and ensure timely and accurate data management.
- Oversee book distributions, helping disperse approximately 8,000 books/year.
- Work with the team to execute mass mailings as needed.
- Advocate for issues impacting Book Club programming locally and regionally.

Editorial

- Serve as the Project Manager and Editor for the Free Minds Magazine (The Free Minds Connect) from planning through delivery, produced 5 times/year. Lead editorial meetings; connect with members and other contributors; review content and address issues that may arise such as accessibility, censorship, intellectual property, and copyright; and work with the graphic designer to create the final product.
- Create additional content and coordinate with other Free Minds programs as needed.

Team, Volunteer, & Member Support

- Collaborate and coordinate with other Free Minds programs to ensure seamless continuity of services for members throughout their incarceration and reentry.

- Manage a team of staff and interns, as well as hundreds of volunteers.
- Engage in leadership development with staff who may be new to or reentering the workforce.
- Be a positive touchpoint for members who may come into the office and ensure individuals feel connected to the larger community.

Special Projects

- Collaborate with other team members to coordinate the On the Same Page Free Minds Poetry Program.
- Manage Write Night programming, and co-facilitate virtual and/or in-person events, in order to elicit and provide feedback on writing to members in prison from people in the community.
- Represent Free Minds at events with community members and partners.
- Assist in training and onboarding new volunteers.

Qualifications and Competencies

Strong candidates may not check off all the boxes below; however, even if you don't, we encourage you to apply if this job description is exciting to you.

- Commitment to advancing antiracism, equity, and inclusion, with a passion for the organization's mission.
- Keen awareness of multiple group identities and their attendant dynamics and ability to consistently bring a high level of self-awareness, empathy, and social skills to work and interpersonal interactions
- Avid reader and book lover; prior editorial experience required (ideally 2+ years)
- 2+ years managing programming, including volunteers and/or staff
- Project management experience
- Excellent communication skills, including verbal, writing, and editing skills
- Proficient with technology, including Microsoft Office, Google Drive, and database experience.
- Lived experience with the justice-system and/or prior experience working with justice-impacted individuals and communities preferred
- Prior experience living/working in DC preferred.

Work Setting & Schedule

Free Minds operates as a hybrid work environment with most employees splitting their regular work week between the office, on-site programming, and remote work. Employees are expected to work in-person (including on-site programming and in-office time) at least 40% of the workweek. This position generally operates during regular business hours, with some nights and weekends required for programming.

Compensation

The starting salary for this position is a range between \$50,000-\$60,000 depending on experience. Organizational benefits include health insurance, dental care, a retirement plan with company match, and generous vacation leave, sick leave, and holiday schedules.

How to Apply

Please submit a cover letter and resume to jobs@freemindsbookclub.org; include "Prison Book Club Manager" in the email subject line. Applications will be considered on a rolling basis, until the position is filled.

Free Minds Book Club & Writing Workshop is an Equal Opportunity Employer that values and welcomes diversity in the workplace and strongly encourages all qualified persons to apply regardless of race, color, age, sex, marital status, sexual orientation, gender identity, gender expression, genetic information, credit information, pregnancy or parental status, family responsibilities, personal appearance, creed, military or veteran status, religion, ancestry or national origin, union activities, disability, or other status protected by applicable law.

We strongly encourage applicants who are people of color, LGBTQ+, disabled, and/or members of otherwise marginalized groups.