



Jail Book Club Coordinator & Co-facilitator

About Free Minds Book Club & Writing Workshop

Free Minds Book Club & Writing Workshop is a DC nonprofit that builds community to foster personal development and systems change for incarcerated and formerly incarcerated youth and adults through the literary arts, workforce development, trauma healing, peacebuilding, 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.

Jail Book Club Coordinator & Co-facilitator

Free Minds recognizes that books and creative writing have the incredible power to teach, build community, inspire individuals, change lives, and change society. We are seeking an avid reader and writer with excellent facilitation skills to provide essential support for our Jail Book Club program. This includes multiple book club/writing workshop programs at the DC Jail complex (including the Correctional Treatment Facility and Central Detention Facility) and DC's juvenile detention facilities.

The Jail Book Club Coordinator will assist with curriculum development, co-facilitation, and evaluation/tracking of book club members for three bi-weekly book clubs: Lead Up (adult men); Women's Book Club (adult women); and Emerging Adults (young men between 18-24 years old).

You are a fit for this role if you have powerful emotional intelligence, a love of books/reading, and a commitment to racial equity and transformative justice. BIPOC candidates and those who are directly impacted by incarceration are strongly encouraged to apply.

Primary Responsibilities

Curriculum Development

- Research book titles that align with Free Minds' bibliotherapy-centered model to develop book ballots for each club approximately four times/year
- Assist in developing weekly session plans to include a guided meditation, warm up game, discussion questions and writing prompt, employing bibliotherapy and best practices in trauma-informed care

Co-Facilitation

- Read the assigned portion of book in preparation for discussion
- Co-facilitate book club
- Track members' participation and conduct intake interviews for evaluation purposes
- Assist with typing members' poems after each session

Evaluation/Tracking

- Write and share report of sessions to staff
- Enter session outcome data into Efforts to Outcome (ETO) evaluation software
- Conduct surveys and enter data into ETO
- Maintain ETO database to reflect current membership

Ongoing

- Act as co-facilitator as needed at Youth Services Center (Incarcerated Youth Book Club), and Mentés Libres (biweekly Spanish-speaking book club at DC Jail and Correctional Treatment Facility)
- Write letters of support for members being sentenced
- Create content as needed for the *Free Minds Connect*, a bimonthly magazine produced by Free Minds members, staff, and volunteers
- Additional program support as needed

Qualifications and Competencies

- 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
- Excellent group facilitation and interpersonal skills
- Avid reader with appreciation for creative writing

- Lived experience with the criminal legal system and/or prior experience working with system-impacted individuals and communities preferred
- Prior experience living/working in DC preferred
- Spanish fluency preferred
- Commitment to trauma-informed care
- Knowledge of bibliotherapy preferred
- Experience with database management (including Efforts to Outcomes), Microsoft Office, and Google Suite

Free Minds values candidates with lived experience in the justice-system and/or prior experience working with justice-impacted individuals and communities. Due to the nature of this position working directly in the jail, candidates for this position must be able to pass all background clearance requirements by the DC Department of Corrections (DOC), which typically looks at overall criminal history, including recent convictions, amount of time since the end of probation, and additional incarcerations. DOC maintains the right to revise their clearance requirements at any time. We encourage individuals that feel they are qualified for the duties of this job to apply and go through our hiring process, even if they are unsure about their ability to pass the DOC background check.

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 will likely involve facilitating sessions at the DC Jail 2+ times per week. This position generally operates during regular business hours, with some nights required for programming.

Compensation

The starting salary for this position is a range between \$50,000-\$58,000 depending on experience. Organizational benefits include health insurance, dental care, and generous vacation leave, sick leave, and holiday schedules.

How to Apply

Please submit a cover letter and resume to jobs@freemindsbookclub.org; include “Jail Book Club Coordinator” in the email subject line. Applications will be considered on a rolling basis, until the position is filled. Priority consideration will be given to applications received by February 18.

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.