



## Program Intern

The Illinois Prison Project is a young nonprofit organization in Chicago that seeks to reduce mass incarceration by providing legal services to individuals incarcerated in the Illinois Department of Corrections. We focus on novel and creative approaches to prison reduction including mass commutation campaigns, sentence restructuring, public education, and advocacy.

The Illinois Prison Project seeks a dynamic, energetic Program Intern to join us. The Program Intern will provide programmatic and administrative support to the IPP team in an effort to reduce mass incarceration. **Due to the COVID-19 pandemic, this can be a remote opportunity, although preference will be given to Chicago-area based applicants.**

In your cover letter, please specify your approximate start/end dates and your approximate available hours.

Responsibilities include:

- **Document organizing and review:** scan, organize, and synthesize case files for hundreds of incarcerated clients and non-clients
- **Data management:** input and track client and non-client data
- **Client communication:** assist with client legal calls, review client letters, and communicate with client's family members to support commutation petitions
- **Programmatic support:** assist staff with miscellaneous programmatic and administrative support including strategic planning, intake management, systems development, and client support
- **Local office support:** If located in the Chicago area and if comfortable, occasionally visit the IPP office (located downtown) to sort, scan, organize, and send client and non-client mail

Desired Qualifications:

- Exceptionally detail-oriented and friendly
- Excellent written communication skills in English; ability to compose, edit, and proofread materials
- Exhibit independence and self-initiative
- Motivated to learn more about Illinois' criminal legal system
- Passionate about supporting criminal legal reform



Illinois Prison Project is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion or belief, sex, pregnancy, national or ethnic origin, age, disability, marital or parental status, sexual orientation, gender identity, gender expression, genetic information, military and veteran status, and any other characteristic protected by applicable law. Illinois Prison Project believes that diversity and inclusion among our teammates is critical to our success as an organization, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.