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Summer 2025 Impact Interns Position Description

Organization Information

Organization Name: Free Minds Book Club & Writing Workshop

Address: 1816 12th Street NW, Washington, DC 20009

Website: freemindsbookclub.org

Organization Description: Free Minds Book Club & Writing Workshop 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, peace-building, and member-led advocacy.

Position Logistics

Intern Preference: No preference

Start and End Date: June 2 – August 29 (flexible)

Hours per Week: 20

Number of Weeks: 10-14 weeks

Expected Daily Hours: 12-8 M, 9-5 T-F, with the possibility of some evening events (20 hours per week divided among the work week based on the student's availability; Monday evening is required)

Important Availability Dates: July 23 evening event; August 13 evening event

Location: Hybrid of in-person and remote work (2 in-person days each week)

Position Information

Core Technical Skill Set:

- Program Management - includes program design and overseeing day to day program operations
- Direct Service - includes hands on engagement with beneficiaries, working with volunteers, and supporting program operations

General Duties and Responsibilities:

- Assisting with correspondence to incarcerated members of our program, including digitizing handwritten letters and creative writing received from members in prisons and jails across the country, and writing personalized letters in response
- Writing content for our newsletter, the Free Minds Connect, distributed to 500+ members in the federal prison system
- Coordinating with volunteers providing program support

- Tracking the locations of incarcerated members and assisting with mailings
- Conducting research and/or attending events to learn more about the criminal legal system and system change efforts, with the goal of sharing knowledge with program participants and other staff, interns, and volunteers
- Transcribing poetry by incarcerated members' and providing supportive feedback
- Assisting with the preparation and planning of our "On the Same Page" community engagement program
- Assisting with book distribution to 500+ incarcerated members

Specific Deliverable(s):

- The student will be supporting our Prison Book Club project, a long-distance, correspondence-based program for DC residents incarcerated in the federal prison system. The intern will have a particular focus on supporting our letter writing initiative, including digitizing handwritten letters received from incarcerated members, supporting our work with volunteers who write personalized responses to each letter, and providing their own personalized responses to letters with thoughtful, compassionate, and informative content.

Qualifications:

- Passion for books, creative writing, and the power of expression as a tool for change
- Interest in social justice, transformative justice, and/or efforts to transform or dismantle the criminal legal system
- Strong written communication skills and attention to detail

Preferences:

- Ability to manage time effectively and work independently in a fast-paced environment
- Flexible self-starter with a strong work ethic and willingness to take on a variety of assignments
- Prior knowledge or experience, including lived experience, with the criminal legal system is a strong plus
- Experience with Canva, Microsoft Office, Google Suite, Miro, and Zoom are a plus
- Spanish language skills are a plus

Physical Demands of Position: Intern must be able to work at a desk with a desktop computer, and communicate with other interns, staff, volunteers, and program participants