



Organized In 1973

LEWISBURG PRISON PROJECT

P.O. Box 128
(Office): 115 Farley Circle, Suite 110
Lewisburg PA, 17837

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www.lewisburgprisonproject.org
info@lewisburgprisonproject.org

LPP Volunteer Position

The Lewisburg Prison Project (LPP) is a non-profit organization that addresses social justice & civil rights issues in the prison system, such as first amendment rights, access to courts, freedom from cruel and unusual punishment, due process, etc. The LPP provides legal resources and other information to people incarcerated in Pennsylvania and throughout the United States, and develops community education and advocacy efforts to facilitate reform at specific institutions. We deal specifically with conditions of confinement.

Location: 115 Farley Circle, Suite 110,
Spring Run Professional Park,
Lewisburg PA 17837

Position Description:

As an intern at the Lewisburg Prison Project you will have the opportunity to assist people who are incarcerated by helping provide them with information to protect their rights in prison. This position is an exciting opportunity for those interested in constitutional law, protecting and defending civil rights, and the consequences of mass incarceration. This position is unpaid at this time.

Position Responsibilities: (include but not limited to):

Assist LPP staff with:

- Client mail intake and sorting
- Responding and filling client legal bulletin orders
- Searching for legal cases for clients
- Maintaining office files (scanning, organizing, etc.)
- Updating resources for clients
- Updating outreach materials (brochures, handout, etc.)

Preferred Skills:

- Proficient in Microsoft Office; Google Docs
- Excellent organizational skills
- Excellent critical thinking and research skills
- Strong written and verbal communication skills
- Responsibility with confidential information

Application

Please fill out this form and submit additional materials to: info@lewisburgprisonproject.org.

Personal Information

Name: _____

Email: _____

Phone Number: _____

Current Occupation: _____

Degree Program/Year (Students): _____

Employer/Institution Name: _____

Availability (circle) *The LPP Office is open 9 – 5 Monday through Friday.*

Days preferred: Mon Tues Wed Thurs Fri

Hours per week preferred: 10 – 15 or 15 – 20

Other (*Specific Availability*): _____

Interest/Skills

Why are you interested in volunteering with LPP?

Please list relevant skills below.

(i.e. Computer Skills, legal knowledge, graphic design, research skills, etc.)

Please include a copy of your resume along with this application form.