



LEWISBURG PRISON PROJECT

115 Farley Circle, Suite 110, Lewisburg PA, 17837
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www.lewisburgprisonproject.org



PENNSYLVANIA INSTITUTIONAL LAW PROJECT

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Job Announcement Temporary Legal Assistant Position

The Lewisburg Prison Project (LPP) is a non-profit organization that assists those incarcerated in Pennsylvania with civil rights violations related to conditions of their confinement (medical, mental health, excessive force, etc.) The Lewisburg Prison Project is affiliated with the PA Institutional Law Project, and together we work to provide legal advice and representation to those in Pennsylvania. Additionally, the Lewisburg Prison Project provides legal bulletins and other information and resources to people incarcerated throughout the United States.

The Pennsylvania Institutional Law Project's (PILP) mission is to ensure equal access to justice for indigent incarcerated and institutionalized people in Pennsylvania whose constitutional and other rights are being violated. PILP aims to accomplish this through high quality legal representation, legal assistance, advocacy, and information and referrals.

Position Description:

This is a temporary position created in response to the COVID-19 (Coronavirus) pandemic in order to provide assistance to legal staff in the Lewisburg Office due to an increase in caseload and intake as the COVID-19 pandemic impacts prisons and jails in Pennsylvania. This position will be a part-time 15 hours a week temporary paid position.

Due to funding limitations, this position is for the time frame of **July 1, 2020 – November 30, 2020**. Extension of the position will be considered if funding permits.

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

Start Date: Wednesday, July 01, 2020

Position Responsibilities: (include but not limited to):

Assist LPP staff with:

- Intake
 - Intake the daily correspondence to our database
 - Sort and assign mail to correct staff

- Monitoring how Pennsylvania Prisons and Jails respond to the Coronavirus
 - Adding information into the spreadsheet
 - Speaking with friends and family of those inside
 - Checking the DOC and BOP websites for information
- Mailing out resources
 - (COVID info sheet and questionnaire)
 - LPP legal bulletins and ACLU fact sheets

Preferred Skills:

- Proficient in Microsoft Office, specifically Word and Excel
- Excellent organizational skills
- Strong written and verbal communication skills
- Responsibility with confidential information

This position is being funded by the Pennsylvania Institutional Law Project.

The Pennsylvania Institutional Law Project values a diverse work environment and strongly encourages women, people of color, people who identify as LGBTQ, people with disabilities, and people who have had prior contact with criminal justice system to apply. Bilingual capabilities, especially Spanish, are also a plus.

NON-DISCRIMINATION CLAUSE

The Pennsylvania Institutional Law Project (PILP) is an equal opportunity employer. PILP does not discriminate on the basis of race, color, religion, gender, sexual orientation, sexual or gender identity, age, national origin, disability, or veteran status.

Application

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

Personal Information

Name: _____

Email: _____

Phone Number: _____

Current Occupation(s): _____

Degree Program/Year (Students Only): _____

Employer/Institution Name: _____

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

Days preferred: Mon Tues Wed Thurs Fri

Other (*Specific Availability*): _____

Interest/Skills

Why are you interested in this position with LPP/PILP?

Please list any 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.