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LEWISBURG PRISON PROJECT

P.O. Box 128
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Lewisburg, PA 17837

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LPP Intern Position Fall 2021

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 incarcerated individuals in Pennsylvania and throughout the United States.

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 about their rights in prison. This position is an exciting opportunity for those interested in constitutional law, protecting and defending civil rights, and the impacts of mass incarceration.

Position Responsibilities: (include but not limited to):

Assist LPP staff with:

- Client mail intake and sorting
- Fulfilling legal bulletin orders
- Searching for legal cases
- Maintaining office files (scanning, organizing, 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

Volunteer Application Form

Please fill out the form and submit materials to: shamer@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: 5 – 10 10 – 15 15 – 20

Season/Semester: Fall Spring Summer
(Students)

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 attach a resume along with your application.*