



Prison Letter Project Volunteer & Internship Opportunity Summer 2026

About LSPC

Legal Services for Prisoners with Children (LSPC) is a nonprofit legal organization that fights for the human rights and liberation of incarcerated and formerly incarcerated people. We build community power through legal advocacy, policy advocacy, community organizing, and leadership development. Our work is grounded in a commitment to racial and gender justice. Learn more at prisonerswithchildren.org.

About the Role

This role is primarily dedicated to supporting LSPC's Prison Letter Project (PLP). LSPC receives hundreds of letters annually, sent from incarcerated individuals in prisons, jails, and ICE detention facilities throughout the United States. Through the PLP, we build community, stay in touch with incarcerated All of Us or None members, track issues ripe for systemic change, and invite people to join our organizing and advocacy work.

- Volunteers/Interns must be able to commit a minimum of **20 hours per week** over 10 weeks.
- This is a **hybrid role** (must be able to come into the office to mail letters), with an expectation for physical attendance at least 2 days every week.
- We are located at **4400 Market St, Oakland, CA 94608**.
- ***Please note that this is an unpaid position. However, interns are eligible to receive academic credit.***

Responsibilities:

1. Drafting and Correspondence

- a. Analyze and interpret letters from incarcerated individuals to identify key legal or informational issues.
- b. Draft clear, accurate, and unbiased responses to incarcerated people in alignment with LSPC's standards and mission.
- c. Research relevant laws, policies, resources, and materials to provide appropriate referrals and information.
- d. Incorporate feedback from staff to strengthen and improve responses.
- e. Follow LSPC's procedures, templates, and guidelines to ensure consistency, quality, and compliance.

2. Records Management and Process Compliance

- a. Regularly update organizational spreadsheets to track correspondence and project status.
- b. Keep individualized assignment tracker up to date with all assigned projects.
- c. Complete the weekly hours form to document hours worked and tasks completed.
- d. Prepare, organize, and mail completed letter packets following legal mail procedures.

4400 Market Street
Oakland, CA 94608

Phone: (415) 255-7036
Fax: (415) 625-7035

www.prisonerswithchildren.org



3. Organizational and Cross-Team Support

- a. When capacity allows, volunteers/interns may also support additional program areas:
 - i. All of Us or None Organizing: Assist with outreach, events, and campaign support.
 - ii. Manuals and Resources: Assist in updating and maintaining legal resource manuals.
 - iii. Communications: Assist with social media, newsletters, and media tracking.
 - iv. Development: Support donor communications, fundraising, and grant tracking.

What You Bring:

- Strong commitment to racial, gender, and economic justice
- High attention to detail and accuracy
- Excellent written communication and proofreading skills
- Strong time management and ability to meet deadlines
- Ability to take initiative and work independently within clear guidelines
- Sound judgment and ability to maintain confidentiality
- Effective communication and collaboration skills
- Proficiency in Google Suite, Box, Zoom, Canva, and common workplace tools

Our Commitment to Equity

LSPC is committed to building a diverse and inclusive organization. We welcome applicants of all backgrounds and identities, regardless of age, ancestry, association with a member of a protected class, color, disability (physical, intellectual/developmental, or mental health/psychiatric), gender identity or expression, genetic information or characteristic, marital status, medical condition (cancer or genetic characteristic), military and veteran status, national origin, pregnancy, childbirth, lactation, or related medical conditions, race (includes hairstyle and hair texture), religious creed (includes dress and grooming practices), reproductive health decision making, sex/gender, sexual orientation, and use of protected leave. **We strongly encourage applications from formerly incarcerated and system-impacted people.**

How to Apply

Please submit a cover letter and resume to the LSPC Volunteer and Intern Coordinator at: getinvolved@prisonerswithchildren.org.

The Summer 2026 internship will begin on June 1st and end on August 7th. If you attend a school on the quarter system and require an adjusted start or end date, please mention this in your email when applying, and we will do our best to accommodate you. Applications will be reviewed on a rolling basis.

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