Prison Letter Project
Volunteer & Internship Opportunity

(Spring Semester 2027)

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 an abolitionist framework and 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 and jails 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 **12-15 hours per week.**
- This is a **hybrid role** (must be able to come into the office to mail letters).
- 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.***

What You'll Do:

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.

2. **Records Management and Process Compliance**
    a. Regularly update organizational spreadsheets to track correspondence and project status.
    b. Utilize Salesforce to organize, update, and track information on letters received and incarcerated All of Us or None members
    c. Prepare, organize, and mail completed letters to prison facilities nationwide, following legal mail procedures.

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.

What You Bring:

- Strong commitment to racial, gender, and economic justice
- High attention to detail and accuracy
- Excellent written communication and proofreading skills
- Ability to take initiative and work independently within clear guidelines
- Sound judgment and ability to maintain confidentiality
- Effective communication and collaboration skills
- Salesforce experience is preferred, but not required

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 Community Engagement Coordinator at: getinvolved@prisonerswithchildren.org.

The Spring 2027 internship will begin on January 18th and end on April 30, 2026. Applications will be reviewed on a rolling basis.