About Initiate Justice

Initiate Justice's mission is to end mass incarceration by activating the political power of the people it directly impacts. We organize our members, both inside and outside of prisons, to advocate for their freedom and change criminal justice policy in California. We have 40,000+ incarcerated members, 162 inside organizers, and hundreds more outside members and organizers throughout California. We are 100% led by people directly impacted by incarceration.

Inside Mail Associate (Los Angeles)

The Inside Mail Associate will support our Inside Membership and Inside Organizing staff to gather incoming mail, sort it, read it, scan it, and respond to it, with the help of other staff and volunteers. This position will help IJ’s inside members and inside organizers become more involved with IJ and get more resources from IJ, and will help the IJ team understand what our members and organizers want/need from us. Projects will include:

- Collecting, sorting, reading, scanning, and responding to thousands of letters from the inside, with support of other staff and volunteers.
- Adding information to our inside membership and inside organizing databases to track who is writing in, what subjects they are writing about, and more.
- Helping our inside organizing program receive inside organizer sign ups, grade curriculums submitted by interested inside organizers, and send certificates for curriculum completion.
- Helping organize volunteer nights and events to help respond to mail or send information to inside members and inside organizers.
- Giving inside members and organizers ways to contribute to IJ’s annual goals, and building incarcerated people’s power and engagement with IJ long-term.
- Gather feedback from inside members and organizers about what resources they want and need from us, while also informing them about IJ’s goals and what types of requests we can or can’t help with.

Desired Skills & Qualifications

- We are seeking someone who is formerly incarcerated for this position
- Must be able to work with team members in other cities via phone and email
- Must be able to commute to our downtown LA office at least a few times per week
- Experience organizing events or working with volunteers a plus
- Spanish-speaking ability is a plus
- Location: Los Angeles
Annual Compensation & Benefits

- $50,000 - $55,000 annual salary, full-time position
- Health, Dental, and Vision insurance premiums paid by Initiate Justice
- Retirement Plan Enrollment after 6 months, 4% matched by Initiate Justice
- $1,000 for Professional Development
- $500 for Healing (for staff impacted by incarceration)

Hiring Timeline:

- **Applications Accepted**: starting now until the position is filled.
- **1st & 2nd Round Interview**: during July and August 2021.
- **Target Start Date**: between August 1st and September 1st 2021.

How to Apply:

Application Link: [www.tinyurl.com/ijmailassociate](http://www.tinyurl.com/ijmailassociate)

Work Sample:

For us to understand you as an applicant, and to understand your approach to solving problems, please complete the below work sample(s) in PDF or Word Document format, and attach them to the application form linked above:

- On 1-2 pages, please tell us:
  - Your story, and why you are committed to ending mass incarceration.
  - Why you want to work for Initiate Justice. What makes us different or special, compared to other organizations you could join?
  - Why do you want this job specifically, helping us read and respond to thousands of letters from the inside, and sending resources inside?