



# Internships Available

Summer 2015 • Northern Virginia

Founded by Chuck Colson in 1976, Prison Fellowship has become the world's largest outreach to prisoners, ex-prisoners, and their families. We believe that no life is beyond God's reach and that communities can be safer through a more restorative approach to all those affected by incarceration. Prison Fellowship works with prisons, churches, and legislators toward this vision.



Prison Fellowship has several exciting internships available for undergraduate and graduate students. By offering the enclosed list of dynamic internships, we invite you to apply your academic experience in a Christian ministry environment in our national office. Our headquarters is located in Lansdowne, Virginia, and its proximity to Washington, D.C., makes it a wonderful place to spend the summer. Apply now to make a difference as we help to restore lives, families, and communities broken by crime and incarceration.

Email your resume and cover letter to [internresumes@pfm.org](mailto:internresumes@pfm.org) and list the position(s) you have specific interest in. A minimum commitment of eight weeks is required, and affordable housing is also available for out of town students. Visit [www.prisonfellowship.org/internships](http://www.prisonfellowship.org/internships) for more information about these impactful opportunities!

## TRAINING ASSISTANT (40 HRS/WK)

Prison Fellowship's Training and Learning Services Department (TLS) is responsible for a wide variety of training and educational program initiatives that range from traditional leader-led to advanced technology-based courses and support materials. Based on skill sets and interest areas, you will participate in various aspects of the instructional design and development process to include research, needs assessment, instructional design, writing, multimedia production, program authoring (e.g., Captivate or other authoring tools), quality assurance, and evaluation. These efforts support various training courses, programs, and projects, for both employees and program volunteers. You must have a strong level of PC proficiency (MS Office), strong written/oral communication skills, the ability to work with limited supervision, experience with research techniques, and strong Internet research skills. Biblical teaching and leadership experience a plus. Any combination of instructional design, educational technology, multimedia production and/or authoring or programming skills is preferred. Experience in mobile app development and social network learning is a plus. **Suggested Major(s):** Instructional Design, Education Technology, Educational Psychology, Audio/Visual Communications, Computer Science (with an emphasis on web design, mobile applications and/or social networking), or Christian Ministry.

## ONLINE COMMUNICATIONS ASSISTANT INTERN (40 HRS/WK)

College students with a commitment to promoting biblical principles in all aspects of life and online communications are encouraged to apply. You will be a part of the Prison Fellowship Web Team, with far-reaching opportunities that include daily tasks for editing and managing web content, monitoring interactions on social media, email marketing via the weekly e-newsletter, and contributing blog posts and/or feature articles as requested. The qualified individual will possess strong PC proficiency and experience with MS Office, strong knowledge of HTML, web analysis skills, strong social media skills, and strong research/writing skills. Previous hands-on experience with web content and managing social media is preferred. **Suggested Major(s):** English, Journalism, Political Science, or Communications

## PROGRAM DEVELOPMENT: WARDEN EXCHANGE ASSISTANT (40 HRS/WK)

Come and be a part of the Program Development Team and gain experience in a wide range of projects, including working on our exciting new warden's program, as well as efforts related to research, outreach, mailings, and materials development. The qualified individual will possess PC proficiency, strong organizational skills, the ability to multi-task/prioritize, and have an orientation toward ministry to incarcerated persons and their families. **Suggested Major(s):** Law, Political Science, Journalism, Marketing, Business, Communications, or Business Administration

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**PROGRAM DEVELOPMENT ASSISTANT (40 HRS/WK)**

Be a part of the Program Development Team where you will help research customer trends and analyze data to help shape our various programs to meet constituent needs. Compile much needed resources used by staff, volunteers, churches, and partner ministries to improve program effectiveness. **Suggested Major(s):** English, Journalism, Sociology, Marketing, Business, Communications, or Business Administration

**STRATEGIC INNOVATION AND PROGRAM ASSESSMENT ASSISTANT (40 HRS/WK)**

Put your analytical skills to great use at Prison Fellowship and have a major impact on prisoners and their families. As part of the Strategic Innovation Team, you'll play a key role in building a new database to house all of the ministry's program assessment metrics. In addition, you'll have the opportunity to help shape the ministry's strategic planning by assisting with the analysis of organization-wide assessment data and research needs. The qualified individual will possess excellent quantitative and analysis skills, a basic understanding of research protocols, effective oral/written communication skills, strong organization skills, the ability to multi-task/prioritize, PC proficiency (Excel and PowerPoint, Access a plus), and the ability to work independently. **Suggested Major(s):** Marketing, Business, Communications, Business Administration, or Public Policy.

**DEVELOPMENT ASSISTANT: RESEARCH AND EVENTS (40 HRS/WK)**

Support the work of Prison Fellowship by initiating and strengthening relationships with the ministry's largest financial supporters. This is an exciting opportunity to gain experience with high-level fundraising efforts to include donor research, donor events, foundation relations, and planned giving. The qualified individual will possess strong oral/written communication skills, strong attention to detail, the ability to multi-task/prioritize, strong Internet research skills, PC proficiency (Excel specific), and the ability to work independently. **Suggested Major(s):** English, Journalism, Communications, Public Relations, or Business.

**DEVELOPMENT ASSISTANT: MID-MAJOR PARTNERS (40 HRS/WK)**

The Strategic Gifts Team raises support for the work of Prison Fellowship by building and strengthening relationships with donors. In the position, you will work directly with the Director of Partner Development to research prospective donors and develop engagement strategies for mid-major donors. Using your skills to impact the ministry, you will work on the overall communications strategy and help to prepare specific letters, newsletters, invitations, etc. The qualified individual will possess strong Internet research skills, excellent writing/editing skills, PC proficiency, strong oral/written communication skills, the ability to multi-task/prioritize, and the ability to work independently. **Suggested Major(s):** English, Journalism, Communications, Public Relations, or Business.

**DIRECT RESPONSE MARKETING INTERN (35-40 HRS/WK)**

Our Direct Marketing Team is seeking an individual that has the natural skills and intellectual curiosity to help us develop new supporter and engagement strategies, as well as research donor trends to report to the team. The ideal intern will propose and research new strategies to engage the millennials, as well as help develop an innovative archive system for direct marketing communications. **Suggested Major(s):** Marketing, Communications, or Business Administration

**INSIDE JOURNAL ASSISTANT (40 HRS/WK)**

Work directly with the editor of *Inside Journal*, Prison Fellowship's newspaper for America's prisons, in all aspects of its production and circulation. Specifically, the intern will research and develop original articles, respond to reader correspondence, help manage circulation, and other projects related to the newspaper's success. The successful applicant will possess outstanding writing and editing skills, the ability to work independently, excellent research skills, and a personal desire to minister to the incarcerated population. Fluency in Spanish, work on a college or community newspaper, or previous familiarity with issues related to the criminal justice system are desirable, but not required. **Suggested Major(s):** English, Journalism, Communications, or Spanish

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**BREAKPOINT EDITORIAL ASSISTANT (40 HRS/WK)**

To honor our founder’s teachings, Prison Fellowship equips Christians to apply the biblical worldview to every aspect of life. Our BreakPoint program provides a Christian perspective on today’s news and trends via radio, interactive media, and print. You will assist the BreakPoint editorial staff with daily tasks for the web, to include managing web content, securing reprint permissions and review copies, monitoring interactions on social media, writing copy for various BreakPoint efforts, and contributing blog posts and/or feature articles as requested. The qualified individual will possess strong PC proficiency and experience with MS Office, strong Internet and social media skills, and strong research/writing skills. Previous hands-on experience with managing social media and web content is preferred. **Suggested Major(s):** English, Journalism, Political Science, or Communications

**RESEARCH ASSISTANT: RESTORATIVE JUSTICE (40 HRS/WK)**

Assist in the reformation of the criminal justice system to reflect biblically based principles of restorative justice! Interns will work in Lansdowne with the advocacy staff focusing on various criminal justice issues and reform projects, including a focus on alternate courts in the criminal justice system. Duties will include researching, writing, drafting reports, and performing administrative tasks related to restorative justice. Additional aspects of this position include handling correspondence from subscribers and supporters and assisting with clerical tasks as needed. Qualified individual(s) will possess strong research and writing skills, strong written and oral communication skills, computer proficiency including Internet skills, and familiarity with government. Minimum two years of college education completed. **Suggested Major(s):** Public Policy, Pre-Law, Criminal Justice, Sociology, Communications, or Political Science.

**FINANCE ASSISTANT (40 HRS/WK)**

The Finance Department handles all areas of finance and accounting for Prison Fellowship. This includes corporate work for three separate 501(c)(3) corporations including daily revenue calculations, complete accounts payable functions including check and ACH preparation, bank reconciliations, investment accounting, monthly close and financial statement preparation, in addition to many other day to day tasks. This position will work closely with the revenue team and in the area of fixed assets. Joining us at year-end and audit preparation, the qualified business/accounting student would be able to work in all areas of the department depending on their skill level and willingness to learn. The qualified individual will possess PC proficiency, show strong organizational skills and the ability to multi-task/prioritize, be process-oriented, and pay strong attention to detail. **Suggested Major(s):** Accounting, Business Administration, Finance

**INFORMATION TECHNOLOGY ASSISTANT (40 HRS/WK)**

We invite you to be a part of our highly skilled IT team and assist in various IT department functions to include configurations for hardware, networks, servers, client, voice over IP, and video streaming. You will assist with software development, maintenance, trouble shooting, and testing. You will also gain great insight into the project management cycle and provide general support of system and user documentation. The qualified individual(s) will possess a strong level of software knowledge, Office 2000 experience, Windows XP experience, good written and verbal communication skills, and the ability to work well in a team environment. SQL Programming, Visual Studio .NET, .NET (ASP, C#, Java), Visual Basic, Microsoft Project experience preferred. **Suggested Major(s):** Information Technology/Computer Engineering

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