



## **Texas Criminal Justice Coalition Intern & Work-Study Opportunities for Fall 2008**

The Texas Criminal Justice Coalition (TCJC), a non-profit, non-partisan policy reform and advocacy organization, has internship/work-study opportunities open for individuals interested in the criminal justice system and social justice. We are currently looking to fill the following positions for the summer and fall:

- Inmate Correspondence Research Assistant (1)
- Re-Entry Research Intern (1)
- Juvenile Justice Initiative Research Intern (3)
- Juvenile Justice Initiative Administrative Assistant (1)
- TCJC Research Intern (1)
- TCJC Administrative Assistant (1)

All positions require a commitment of at least 8 hours per week in our Austin office, anytime Monday through Friday from 9:00am to 5:00pm. We will be happy to work with potential interns to arrange for University credit in exchange for internship hours.

Applicants should be proficient in Microsoft Word and possess strong typing, proofreading, and written communication skills. Additionally, a basic understanding of the Texas criminal justice system would be helpful.

### **Inmate Correspondence Research Assistant**

#### *Responsibilities:*

- Identify resources for inmates, defendants, and their families.
- Update our current resources to include more specific information on the prison/jail intake process.
- Design a one-page brochure listing various resources available to inmates in Texas.
- Help our Inmate Correspondence Assistant organize incoming mail (as needed).
- Assist the Director of our Fair Defense Project with brief research or administrative tasks (as needed).

### **Re-Entry Research Intern**

#### *Responsibilities:*

- Identify resources available for formerly incarcerated people in Texas (adult and juvenile).
- Update the TCJC website with resources and reports useful for formerly incarcerated people.
- Update the TCJC *Voter Empowerment and Civic Participation Manual* to reflect current policies and practices.
- Find best practices and model programs in the re-entry area that are currently being implemented in other states and countries.
- Produce printed educational materials explaining how to create a county re-entry office (using Tarrant County as a guideline).

## **Juvenile Justice Initiative Research Intern (3 positions available)**

### *Responsibilities:*

- Research news articles, reports, best practices, and publications dealing with specific topics affecting juveniles in Texas.
- Utilize pre-existing resources available through national organizations to create Texas-specific resource kits intended to guide counties towards changes in policy.
- Research current legislative interim charges to assist in the development of juvenile justice-related policy recommendations.
- Create policy briefs and memos to address issues we want to draw attention to in anticipation of the upcoming state legislative session (which begins in January).

## **Juvenile Justice Initiative Administrative Assistant**

### *Responsibilities:*

- Assist with administrative tasks such as filing, copying, preparing mail-outs, faxing, and updating data.
- Research news articles, reports, best practices and publications dealing with the juvenile justice system in Texas.

## **TCJC Research Intern**

### *Responsibilities:*

- Research best practices and alternatives to incarceration for non-violent offenders.
- Research sources of grant funding for state law enforcement agencies.
- Create research-based policy fact sheets, testimony, and short reports for various criminal justice-related issues.

## **TCJC Administrative Assistant**

### *Responsibilities:*

- Assist with administrative tasks such as filing, copying, preparing mail-outs, faxing, and updating data.
- Check links throughout the TCJC website to ensure they are current.
- Contact other criminal justice advocacy organizations to request a link exchange between websites.
- Compile a detailed list of all social work schools and programs in Texas.
- Research news articles, reports, best practices, and publications dealing with the criminal justice system in Texas.
- Call/email organizations and government officials (as needed).
- Create list of useful contacts/referrals for internal use (in response to phone calls seeking assistance we do not do)

Interested applicants should contact Jazmin at [jacuna@criminaljusticecoalition.org](mailto:jacuna@criminaljusticecoalition.org) or at 512-441-8123 ext. 101, for more information.