



Texas Criminal Justice Coalition
Volunteer Opportunity: Inmate Correspondence Administrator
Posting Date: May 22, 2008

The Texas Criminal Justice Coalition, a non-profit policy reform and advocacy organization, has a volunteer opportunity open to individuals having an interest in the criminal justice system and a passion for social justice.

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.

Responsibilities:

- Read incoming correspondence from individuals incarcerated in Texas prisons.
- Discern the request or opportunity for providing assistance from a range of correspondence.
- Compose personalized letters to inmates based on a pre-established format.
- Provide basic research, copying, and information follow-up as necessary to fulfill request.
- Maintain tracking and filing system for correspondence.

Interested applicants should contact Jazmin at 512-441-8123 ext. 101, for more information.