



heart to heart

helping people impacted by incarceration find pathways to healing

Volunteer and Internship Opportunities Starting September 2020

Heart to Heart, an innovative nonprofit organization with projects in Maryland, Pennsylvania, New Jersey, and Massachusetts, seeks student interns or volunteers for an opportunity to contribute to our mission of helping people affected by incarceration find pathways to healing.

Qualifications include good written and verbal communication skills, comfort with teamwork and collaboration, ability to listen well, social media experience with reliable internet access, and ability to meet deadlines. This person should have a passion for service and justice, and a desire to gain professional experience while developing communication and leadership abilities.



Heart to Heart Executive Director Steve Tumolo supporting a participant in the Heart to Heart program at the Federal Detention Center in Philadelphia. Photo Credit: Scott Barrett.



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Heart to Heart offers you

- an opportunity to develop valuable skills while making an immediate impact on people affected by incarceration in communities throughout the Northeastern United States;
- an opportunity to grow in awareness of issues related to violence, trauma and mass incarceration while developing communication, leadership, fundraising and project management skills; and,
- an opportunity to work closely with a team, while primarily working remotely from the convenience of your home, setting many of your own hours.

Responsibilities can include one or more of:

1. Community Research and Community Outreach:
 - assessing the needs and available services through web searching, email communications, and cold calling for returning citizens and/or caregivers of children who have an incarcerated family member in communities in Pennsylvania, New Jersey, Massachusetts, and Maryland/DC;
 - assisting Heart to Heart in connecting people and organizations to Heart to Heart's educational programs;
2. Graphic Design, Content Creation, and Social Media Development & Coordination:
 - creating content for monthly newsletters and social media and effectively communicating with Heart to Heart supporters and potential supporters through social media, website, print, and other outlets;
3. Fundraising and Major Gift Prospecting:
 - fostering relationships with supporters and potential supporters through the development and execution of one or more online events;
 - assisting in the grant and major gift research and writing process
4. Other opportunities depending on skills, interests and needs.



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Apply soon to increase your chances of being selected.

Applications will be reviewed on a rolling basis.

Volunteer opportunities vary from 10 hours/week to full-time and from one month to year round.

To apply, send a cover letter stating your interest and a resume to: Lisa Ewan, Executive Assistant - lisaewan@heart2heartinc.org

Please write *Internship* or *Volunteer* in the subject line of your email.

Heart to Heart is committed to a work or volunteer environment where all individuals are treated with respect and dignity. Each individual has the right to work or volunteer in a professional environment that promotes equal opportunities and prohibits discriminatory practices.