



Orthodox Christian PRISON MINISTRY

Prison Correspondence Associate

Job Title: Prison Correspondence Associate

Location: St. Paul, Minnesota

Reports to: Director of Prison Correspondence

Status: Full Time (40 hours/ week)

Classification: Nonexempt

Orthodox Christian Prison Ministry

OCPM is a national, faith-based non-profit organization. OCPM serves those who are incarcerated and their families, and provides resources, training and support to our ministry partners so that lives are transformed and God is glorified.

Position Summary

Under the direction of the Director of Prison Correspondence, this position is responsible for assisting with the logistics and mail production aspects of OCPM's Correspondence Program. This includes but is not limited to aiding with the assembly of mass mail, making runs for pickup and drop off of supplies, helping to maintain publications inventory, and monitoring mailing rules for various correctional facilities.

The desired individual must consistently be ready to work, demonstrate professionalism, be a self-starter, have strong organizational and time management skills, acute attention to detail and ability to work well with the OCPM team.

The candidate will be required to largely work independently, based in OCPM's office in the Capital district of St. Paul, MN.

Responsibilities

Process Incoming Prison Mail

- Regularly check the OCPM mailbox for new mail weekly
- Organize and sort incoming mail
- Scan letters from prison and record digital copies to prison database files
- Deliver hard copies of letters to Director of Prisoner Correspondence for review and reply
- File hard copies of incoming mail as directed

Mail Production

- Work with Director of Prison Correspondence to pull reports from programs database with latest mailing lists for weekly and monthly mailings
- Assemble large scale mailers as directed

- Assemble packages for shipping to people in prison, online purchases, and to prison libraries

Drop off and Delivery

- Fulfill requests for books and materials coming from prisons or bookstore orders
- Make runs to the post office to pick up and drop off mail
- Make runs to storage unit to replenish publications inventory

Record keeping support

- Update the information of people in prison in database when assigned
- Assists in monitoring the changes in mailing rules and systems in various prisons
- Other record maintenance as assigned

Research

- Under direction of the Director of Prison Correspondence, research mailing rules and providers in prisons around the US.
- Other tasks as assigned by the Director of Prison Correspondence

Qualifications and experience

- High School diploma or GED required.
- Ability to be on your feet
- Valid Driver's License
- Able to perform functions that are routine in nature with minimal complexity or variation
- Respectful and appreciative to OCPM's mission
- Nonprofit experience, proficiencies in Excel and database management, strong organizational skills, ability to manage priorities, and experience with G-suite all a plus

Working Conditions

OCPM is primarily a remote organization. However, we have an office for processing mail from prison in the Capital District of St. Paul, Minnesota. This position will be expected to be at the mail processing office to assist the Director of Prison Correspondence with mail production. This will include small amounts of lifting, moving boxes, and being on one's feet.

How to Apply

Send a letter of inquiry and resume to communications@theocpm.org