

## **Incarcerated Women's Working Group: Seeking Consultants**

### About the Working Group:

The Incarcerated Women's Working Group is a group of service providers, advocates, lawyers, researchers and formerly incarcerated women based in Philadelphia. We recognize the unique needs and experiences of women who are currently or formerly incarcerated, and we seek to leverage our collective assets to collaboratively address these needs. Through service coordination, advocacy and organizing, we work to support Philadelphia women in getting free and staying free.

Due to staffing changes, the Working Group has not met in over a year. As we start to meet again regularly, we want to be sure that formerly incarcerated women are playing leadership roles in every aspect of the work. We believe that those closest to the problem must also drive the solutions, and we believe in compensating folks for their experience and deep expertise.

### About the consultant role:

The Working Group is looking to hire two formerly incarcerated women to serve as consultants. Consultants will work 4-5 hours per month over a period of 9-10 months, starting in October 2018. Consultants will receive \$1,000 for their work. They will also receive a stipend to cover their transportation costs.

Consultants will work with Working Group facilitators and members to:

- Plan agendas for our meetings
- Facilitate our meetings
- Stay in contact with Working Group members between meetings
- Follow-up on "to do" items between meetings

Consultants must be available to attend Working Group meetings on the following dates in the afternoon:

- Nov. 19
- Jan. 14
- March 18
- May 20

Working Group facilitators Maggie Potter, at Community Legal Services, and Julie Zaebst, at the ACLU of Pennsylvania, will supervise the consultants.

### How to apply:

This opportunity is open to formerly incarcerated women, including trans women as well as non-binary and gender non-conforming people. Applicants who are actively working with organizations that are part of the Working Group and applicants who have experience organizing within their communities will receive preference.

The application questions are below. Responses can be emailed to Maggie at [mpotter@clsphila.org](mailto:mpotter@clsphila.org). Folks may also submit their applications via Google form, available at this link:

<https://goo.gl/forms/ft8URWlisX28hI5o1>

The deadline to apply is Tuesday, October 9th.

Application questions:

1. Please provide your contact information.  
Name:  
Phone number:  
Email address:  
Best way to reach you:
2. Do you work with any organizations that are members of the Incarcerated Women's Working Group? If yes, which organization(s)?
3. Why are you interested in working as a consultant for the Incarcerated Women's Working Group?
4. What skills and experiences would you bring to this role?
5. Is there anything else we should know about you?
6. Our group will meet in the afternoon on the following days: Nov. 19, Jan. 14, March 18, and May 20. Will you be available at those times?