2021-2022 Fortune Society Volunteer/Internship Program

Our Mission: The Fortune Society’s mission is to support successful reentry from incarceration and promote alternatives to incarceration, thus strengthening the fabric of our communities.

Opportunity Title: Court Advocacy Administrative Intern
Type: Intern, un-paid
Department/Reports To: Court Advocacy/ Court Advocate
Location: In-Person
Tentative Schedule: Flexible *15-20 hours a week commitment (during business work week hours Mon-Fri 9am-5pm)( 100 Centre Street, 13th Floor, Room 1330B | New York, NY, 10013)
Duration: Fall (Sept 1-Dec 15); Spring (Feb 1-May 15); Summer (June 1-Aug 15)
Application Deadline: Screening calls will be scheduled with qualified candidates on an ongoing basis until opportunity is filled.

Position Summary: The goal of the Administrative Intern is to provide administrative and programmatic support to the Court Advocacy department. The intern will share a small office with other staff. Responsible for working with court stakeholders to assess and screen, and advocate for individuals to be placed in Fortune’s Alternative to Detention (ATD) or Alternative to Incarceration (ATI) programs, and report to the court regarding clients’ participation in programming.

Tasks:
- Track program referrals for the Abusive Partner Intervention Program (APIP) as well at ATI referrals
- Record intakes conducted by Court Advocates and do intakes with new client referrals
- Conduct housing screenings
- Reach out to defense attorneys on possible ATI dispositions
- Assist with other administrative and programmatic tasks
- Observe Court Advocates in the courtroom
- Scheduling and conducting video conferences for those incarcerated

Learning Objectives:
- Learn data management skills and project coordination in the nonprofit sector
- Become an effective team player
- Develop communication skills
- Increase knowledge about and understanding of individuals impacted by the criminal justice system

Preferred Qualifications:
- Previous experience in Excel and SharePoint preferred
ability to take minimal direction and multitask
- Sensitivity toward the population served by The Fortune Society and the ability to assist them without bias is necessary.

**Additional Requirements**
- Must be 18+ of age
- Must have personal laptop/computer with reliable internet connection
- Must show proof of completed COVID-19 vaccination (boosters not required to comply with EO47).

**To Apply**
- Submit an online application at [https://fortunesociety.org/volunteer-or-intern-with-us/](https://fortunesociety.org/volunteer-or-intern-with-us/).
- Applications selected for a phone/zoom interview will be contacted via email to schedule. If selected to interview, candidates will need to submit their most recent resume.