**2022-2023 The Fortune Society Volunteer/Internship Program**

**About Fortune:** The Fortune Society, Inc. (Fortune) has evolved into one of the nation’s preeminent reentry and justice-informed service organizations, providing formerly-incarcerated people with the skills and wrap-around services needed to break the cycle of crime and incarceration and to build productive lives in their communities. **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:** Housing Specialist Intern  
**Type:** Intern, un-paid  
**Department/Reports To:** ICAN Department / ICAN Case Manager  
**Location:** In-Person (Long Island City)  
**Tentative Schedule:** 10-15 hours per week commitment (sometime Mon-Fri 9am-5pm)  
**Duration:** Fall (Sept 1-Dec 15); Spring (Feb 1-May 15); Summer (June 1-Aug 15)  
**Application Deadline:** Ongoing until opportunity is filled.

**Position Summary:** The role of the ICAN Housing Specialist Intern is to support The Fortune Society’s I-CAN (Individualized Corrections Achievement Network) Department success and assist the ICAN Case Manager with administrative tasks that ultimately ensure department programming is maintained.

**Tasks / Primary Responsibilities:**
- Inputting Housing Screening Data for Future Research  
- Inputting Housing Referrals in Referral Tracker  
- Call participants to schedule for Workshop/Meetings with Housing Specialist  
- Calling resources for bed availability in Housing Document  
- Finding new housing resources for the Housing Document  
- Cold calling landlords and brokers  
- Assist in preparing participants for housing interviews (mock interviews)  
- Inputting notes for participants participating in the housing workshop  
- Supporting in special housing projects  
- Supporting in research of advocacy movements, surrounding housing in NYC

**Learning Objectives:**
- Learn how to conduct outreach in a professional setting  
- Enhance ability to be an effective team player through the I-CAN department  
- Develop communication skills needed to build service relationships with participants  
- Increase knowledge of working with the formerly incarcerated population.
Preferred Qualifications:
▪ Must have strong knowledge of Microsoft Office Suite (Word, Excel, Outlook).
▪ Must be able to demonstrate attention to detail.
▪ Excellent organizational and interpersonal/communication skills.
▪ Must have a high level of sensitivity toward the population served by The Fortune Society and the ability to assist them without bias.

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/.
▪ Applications selected for a phone/zoom interview will be contacted via email to schedule. If selected to interview, candidates will need to submit their resume.

The Fortune Society encourages individuals to apply who have successfully made the transition from incarceration and/or substance abuse into a stable, productive lifestyle in the community.