



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: Mock Interview Volunteer

Type: Volunteer, un-paid

Department/Reports To: Employment Services Department / Workshop Facilitator

Location: In-Person (Long Island City)

Tentative Schedule: Wednesdays, Thursdays, Fridays, from 1pm-4pm

Duration: Ongoing; Must attend full 3 hours sessions 2x per month & commit a min of 6 months.

Position Summary: The goal of the Mock Interview Volunteer is to help the Employment Services team assist job-seeking clients as they prepare for re-entering the workforce. Volunteers, working either one-on-one or in a group setting, provide in-person assistance to clients who are in Fortune's 2-week Job Readiness Workshop.

Tasks:

- Meet with clients in-person at our Long Island City service center location
- Act as potential employers during mock interviews
- Determine hard and soft skills
- Provide encouraging comments to clients using the feedback form
- Teach clients how to answer difficult questions related to their justice-involvement
- Create a respectful and comfortable environment for clients

Preferred Qualifications:

- Comfortable with talking about sensitive topics with our community members
- 5+ years of professional interviewing experience
- Ideal candidate would express sincere sensitivity toward the populations represented in The Fortune Society and assist them without bias.
- Strong verbal and written communication skills.
- Bonus: Spanish fluency

Additional Requirements

- Must be 18+ of age
- 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.
- **Onboarding Process:** If candidate passes initial screening, candidate will submit paperwork and shadow a current volunteer facilitate a session 2x. Candidate chooses to commit to program and participates in an online training after which they facilitate sessions and are observed by another volunteer 2x.

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.