INTERNSHIP OPPORTUNITY

Opportunity Summary:

The TSNAP program offers a chance for interns to engage other CBOs and communities/clients as a representative of The Fortune Society. The goal is to disseminate information about the Supplemental Nutrition Assistance Program (popularly known as “Food Stamps”) and inform anyone with criminal justice involvement that The Fortune Society is a resource for them. Our interns will learn how to network with various organizations throughout NYC. They will also support staff in presentations made to various groups; building their communication skills.

Our interns will be introduced to data entry within The Fortune Society and how it relates to reporting and documentation of contract obligations; an integral part of the social services field. They will have an opportunity to interact directly with clients and potential clients, not only seeing first-hand the need of individuals, but also learning about the existing network of services available. This is the perfect internship to introduce anyone to the world of social services. The well rounded and diverse activities needed for this internship provide a good glimpse into this career field.

Reports to: Entitlement Specialist
Location: Fortune’s LIC office and various locations in BX, NYC, BKLYN, & QNS.
Days/Hours: 9am-5pm; Monday-Friday

Internship Projects:

- Learn SNAP eligibility through available trainings.
- Research and cold-call/email organizations to schedule events.
- Manage calendar and organize events.
- Support outreach staff with presentations; this will involve presenting and interacting with the community.
- Data entry regarding events and/or client interactions into appropriate databases.
- Aid clients with SNAP applications (potentially traveling with applicants to HRA offices).
- Train any new interns that onboard during tenure.

Preferred Background:

Education – Students pursuing a degree in Social Services preferred;

Experience – Sales experience or a strong background in communications (public speaking, cold-calling, etc.) preferred;

Computer Skills – Microsoft Office with a focus on Excel and Outlook;

Travel Opportunities – Opportunity to visit various organizations including other CBOs, pantries, and churches.
Physical Demands (if applicable):
Ability to travel using MTA to The Bronx, Manhattan, Brooklyn and Queens. Able to work at outside events.

To apply for this internship, please send your resume and a cover letter explaining your interest in the internship and The Fortune Society, to nposada@fortunesociety.org.