



RESUME WRITER VOLUNTEER

OPPORTUNITY SUMMARY

The Employment Services department at The Fortune Society is looking for volunteers to assist jobseekers with justice involvement prepare for reentering the workforce.

We seek volunteers to assist in developing resumes from information provided by Fortune participants in the Job Readiness workshop. Volunteers will be trained by staff members coordinating this volunteer project and will work from existing templates and information. This work is mostly administrative work from information already collected; there will be little, if any, interaction with participants.

PREFERRED BACKGROUND

Volunteers with strong Microsoft Word skills who have prepared at least their own resume.

Reports to: Abrar Bhatti

Location: The Fortune Society's Long Island City office, 29-76 Northern Blvd. Long Island City, NY 11101.

When: Wednesday, Thursday, or Friday

Hours: Flexible, but a commitment of one full or half day a week for a period of 2 – 3 months is necessary (We would be thrilled if you wanted to work more hours or more days). Fortune business hours are 9am – 5pm.

Your help here can make a huge difference to a person re-entering the workforce after incarceration.

If you have questions about the volunteer opportunity, please contact: eileenkobrin@gmail.com.