



2020-2021 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: Business Services Intern

Type: Intern, un-paid

Department/Reports To: Manager of Business Services

Location: Remote / In-Person (LIC Office) / Hybrid

Tentative Schedule: Monday-Thursdays from 1:30pm-5pm, Fridays from 9am-5pm

Duration: Ongoing

Application Deadline: Open until filled

Position Summary: The goal of the Business Services Intern is to support the Business Services team with data entry from Sharepoint documents into our internal database, C.L.I.M.B., reviewing resumes and supporting minor edits/updates when matching for Employment opportunities.

Tasks:

- Make sure all information in our database is up to date
- Accurately organize all records and other documents
- Help maintain office activities

Preferred Qualifications:

- Currently enrolled college student or recent college graduate with previous work experience.
- Comfortable with talking about sensitive topics with our community members
Sensitivity toward the population served by The Fortune Society and the ability to assist them without bias is necessary.
- Must be 18+ of age

Additional Requirements

- All volunteers/interns must first submit an application online 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 most recent resume and a cover letter.



The Fortune Society
BUILDING PEOPLE, NOT PRISONS

- 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 and a cover letter.