



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: Data Visuals Specialist

Type: Intern, un-paid

Department/Reports To: Employment Services Team

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 Data Visuals Specialist is to help the Employment Services team successfully run reports from our internal client database, CLIMB, which contains sensitive information about Fortune participants.

Tasks:

- Process raw data and pre-populated reports using Microsoft Excel
- Work independently and with our team to create a key performance dashboard, using departmental data and data visuals tools
- Assist the Data Analyst with other regularly scheduled reporting when needed
- Use Microsoft Office Suite and Zoom to perform job duties and for office communication, such as emailing and other administrative tasks
- Other duties as assigned.

Preferred Qualifications:

- Comfortable with talking about sensitive topics with our community members
- Currently enrolled college student or recent college graduate with previous work experience.
- 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/>.



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.