



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: Retention Specialist Intern

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 Retention Specialist Intern is to help the Employment Services team utilize a case management approach as well as regular telephone and in-person consultations to help clients address work related problems and issues external to the workplace impacting performance.

Tasks:

- Make referrals both within and outside Fortune as necessary to provide people with the services that will help them solve outside problems and retain their jobs
- Engage in career planning with clients on issues of career advancement
- Monitor and report on the employment status and salary of Employment Services Workshop clients on a monthly basis
- Provide one-on-one retention counseling either by phone or in person for 240+ clients per month; issue employment incentives;
- 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/>.
- 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