



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: Human Relations Training Assistant

Type: Intern, un-paid

Department/Reports To: Director of Talent Management

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

Tentative Schedule: Up to 20 hours per week

Duration: Ongoing

Application Deadline: Open until filled

Position Summary: The goal of the Human Resources Intern is to help the HR department by assisting with the execution of several projects focused on training and performance management. Additionally, the intern will gain exposure to recruitment, benefits, and compliance.

Tasks:

- Assist in developing a training and HR data program
- Contribute to the performance management process
- Assist in the preparation and implementation of the training plan
- Support other talent-related daily tasks and projects, as needed

Preferred Qualifications:

- Must be enrolled in a Bachelor's or Master's program with a concentration in Human Resources, Organizational/Industrial Psychology or Business Administration preferred
- Detail-oriented, well-organized, and able to set priorities under pressure
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Ability to take initiative, work independently and possess good follow-up skills

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.
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The Fortune Society
BUILDING PEOPLE, NOT PRISONS