



## **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:** Clerical Assistant

**Type:** Volunteer, un-paid

**Department/Reports To:** Treatment Services; Senior Director of Behavioral Health

**Location:** Hybrid; (Both Remote and In-Person at our LIC Office)

**Tentative Schedule:** Weekdays; approx. 3-4 hr shifts, 2-3 days per week, min of 4 months. (Priority given to candidates who can dedicate more weekly hours).

**Application Deadline:** Open until filled.

**Position Summary:** The goal of the Clerical Volunteer is to help the Treatment Services department carry out various administrative duties to ensure our treatment services run efficiently. The volunteer will work with the Sr. Director to receive tasks and communicate completion of assigned tasks. The volunteer will be provided training on how to conduct tasks in a manner that is conducive to confidentiality and protection of Fortune's clients and participants.

### **Tasks:**

- Filing and scanning documents
- Compiling reports
- Conducting accurate data check
- Calendar management

### **Preferred Qualifications:**

- High school diploma or equivalent.
- Comfortable using of Microsoft Word, Excel, and Outlook.
- Must be able to type min of 40 WPM.

### **Additional Requirements**

- All volunteers/interns must first complete an online application 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.
- Candidates selected for volunteer opportunity must complete an SCL and Fingerprinting Background check before service can begin.